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Program manager e:learning | SGS Dubai

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We are SGS – the world’s leading testing, inspection and certification company. We are recognized as the global benchmark for sustainability, quality and integrity. Our 98,000 employees operate a network of 2,650 offices and laboratories, working together to enable a better, safer and more interconnected world.

SGS is a Swiss multinational company headquartered in Geneva, which provides inspection, verification, testing and certification services. It has more than 96,000 employees and operates over 2,600 offices and laboratories worldwide.

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Job Description

Responsible for the administration, maintenance, and optimization of Learning Management System for B2B and B2C commercial application. Including user management, course management, and system configuration.

Collaborate with stakeholders to design and develop engaging and interactive e-learning courses and content.

Develop and update online training materials.

Provide technical support and troubleshooting assistance to end-users regarding LMS functionality, course access, and technical issues.

Monitor LMS performance and user engagement metrics, analyze trends, and provide recommendations for optimization.

Stay updated with emerging trends and best practices in e-learning and blended learning

methodologies.

Collaborate with internal teams to integrate the LMS with other systems and tools to streamline workflows and improve efficiency.

Support sales team in promoting our training catalogue.

Act as a subject matter expert on LMS functionality and best practices, providing guidance and support to stakeholders as needed.

Qualifications

Proven experience administering and supporting Learning Management Systems

Familiarity with e-learning & blended learning development methodologies.

Strong analytical and problem-solving skills, with attention to details.

Additional Information

Result-orientation

Multi-tasking and staying organized, time management skills in a fast paced environment

Analytical thinker – notice patterns in data and make use of them

Attention to detail

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