

Software Systems Administrator

We resell and and configure a number of industry standard Learning Management Systems (LMS) for our clients globally.

We are currently recruiting a Software Systems Administrator for Learning Management Systems to join our technical team.

Full training in the use of Learning Management Systems deployed by Aurion will be provided.

You will work directly with clients in order to configure their LMS to meet requirements and provide first line support for client LMS administrators.

Support will involve training, processing access rights, generating reports and resolving queries during initial setup and post deployment.

Responsibilities:

- Collect LMS configuration requirements from the client.
- Configure the LMS to meet the needs of the client.
- Create bespoke reports and reporting dashboards for clients.
- Create and maintain all technical configuration documentation.
- Work with the development team to manage the integration of the LMS with 3rd party products and/or legacy systems at the client site.
- Create and refine job aids and training documentation as needed.
- Training clients on administering the LMS.
- Provide first line support for client LMS administrators, assisting with troubleshooting and problem solving.
- QA all new LMS upgrades to support the continued development, enhancement, and deployment of our LMS products.
- Plan and deploy client upgrades to LMS software.
- Work directly with the design teams to ensure platform content is technically compatible for upload and placement in the LMS.

Essential Criteria:

- A minimum of 1 year of previous experience administering a LMS.
- The capability to work autonomously while supporting a range of clients.
- Effective verbal and written communication skills.

Desirable Criteria:

- Technical understanding of eLearning technologies.
- Experience in delivery of systems training.

Location: Belfast

Salary: Negotiable, depending upon experience.

As well as a competitive salary, we offer continuous professional development opportunities and a range of other benefits including a contributory pension scheme and healthcare plan.

By joining our highly skilled team, you will get the opportunity to think creatively and work on a wide range of interesting and challenging projects in the e learning and digital media field.

How to apply:

To apply for this role, please send a cover letter outlining relevant skills and experience against the essential and desirable criteria, and a detailed curriculum vitae to hello@aurionlearning.com.

About Aurion Learning

Aurion Learning is a multiple award-winning digital learning specialising in the design of customised eLearning. We work with organisations across all sectors, nationally and internationally to deliver high quality learning solutions.