

Jr. Training Analyst

The VSolvit Solutions Center (VSC) Training Team is tasked with developing and implementing Online Training for VSolvit LLC. We are a company in high-growth mode - as new needs arise, new processes are created, and our training team creates corresponding training courses to efficiently update all of our corporate employees.

Key Responsibilities:

- Creating Word / PowerPoint documents
- Updating Google Spreadsheets
- Working in our Moodle Online Learning Platform
- Attend meetings
- Email correspondence
- Various administrative tasks

Basic Qualifications:

- An interest in Training.
- An interest in Technology.
- Working knowledge with basic productivity tools and software, such as Google Sheets and Docs, MS Word, MS Excel, and PowerPoint.
- Actively pursuing a degree in computer science, programming, or a related field (or completion of a degree.)
- Familiarity with current technology (social media, cloud computing, “smart” internet searching.)
- Strong analytical, quantitative, and reasoning skills.
- Ability to synthesize innovative ideas within project constraints.
- Clear Communicator, in person and in writing.
- Entrepreneurial Attitude.
- Team Player.
- Strong willingness to learn, grow, and make a meaningful contribution to the company.

Nice to Have:

- Advanced proficiency in Google Sheets and Docs, MS Word, MS Excel, and PowerPoint
- Experience making graphics such as screenshots
- Basic Photo-Editing Skills
- Experience with HTML and CSS
- Experience in a teaching/training setting, particularly online
- Completion of a degree in computer science, programming, or a related field
- Experience with an Online Learning Platform, e.g., Moodle

VSolvit LLC is an Equal Opportunity/Affirmative Action employer and will consider all qualified applicants for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status.