**JOB DESCRIPTION**

**Position and role:** E-learning Administrator

**Type of Position:** FULL-TIME Position (9 AM to 6 PM, Mon-Fri)[[1]](#footnote-1), Bangalore Office (Nagarabhavi)

**Reporting to:** E-Learning Manager

**Interfaces with:** Teacher, Learner, Volunteers, Linguist

**Salary**: As per Industry standards

**Position Overview:**

We are seeking a skilled and dedicated, dynamic E-learning Administrator for implementation of the end-to-end E-learning process of all online courses and other learning programs offered by the company.

**Detailed Job Description:**

* 1. Co-ordinate to create course pages, banner images, trailer videos inside the Learning Management System( LMS).
  2. Create emails, social media content for announcing an e-learning course
  3. Develop innovative, authentic materials for promoting the course and promote the course as per agreed promotion strategy
  4. Work with teachers for class delivery, adhering to company standards, and providing course materials
  5. Handhold volunteers for editing of recordings & class uploads, replay of videos, etc
  6. Quickly address learner queries & comments through various platforms such as Whatsapp, youtube, etc
  7. Manage the learner Whatsapp/ Telegram groups effectively
  8. Own the end-to-end process of Course Assessments, including registration, co-ordination with judges, slot allotment, assessment conduction, compilation of results and issue of certificates
  9. Collect all data related to the course and provide to the management in required format
  10. Regularly maintain and update all trackers required by the team

**Eligibility**:

* Any bachelor degree OR Engineering with 0-2 years of experience.
* Informal Sanskrit exams of any institute( Sringeri, Samskrita Bharati, Chittor, etc)
* Good written and verbal communication skills in English.
* Willingness to learn new tools as required for the job.
* Exposure to any Learning Management System( LMS) is an added advantage

**Skills required:**

* Ability to create banners, work with images, audio files and audio editing.
* Ability to create and edit videos
* Proficiency in Microsoft office, ( especially powerpoint, excel, word)
* Awareness and ability to use AI tools to achieve required results
* Excellent interpersonal skills.

**Selection Procedure**: Written test, Practical test and two rounds of interview at Bengaluru office.

How to Apply:

<https://vyoma.org/careers/>

1. Note: Owing to the nature of this role, some work may be required outside of the designated hours to manage the courses owned by the resource. [↑](#footnote-ref-1)