COMPOSE YOUR EPORTFOLIO

Job: E-learning project manager

Job description

Your role is to accompany the e-learning projects of our key accounts and training organizations throughout the product lifecycle (pre-sales, implementation, support, and development), etc.

Reporting to the Director of the Department, and following a period of training in our tools and methods, your missions include:
- <mark>Advising clients</mark> in the implementation of their <mark>blended learning projects</mark>.
- Overseeing <mark>project management</mark>: management of the project team, coordinating schedules, managing budgets.
- Designing, <mark>implementing</mark> and integrating all types of <mark>training resources</mark>.
- Configuring the application and assisting the customer in his familiarisation with it.
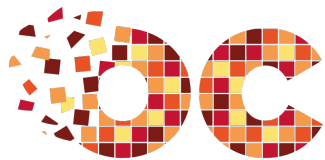
Your successful role in this position will eventually allow you to evolve towards broader responsibilities (project management, etc.).

This position, based in the 11th arrondissement of Paris, involves travel throughout the country.

Profile:

- Educational background Bac + 5 (Multimedia, Instructional Design, Business Schools),
- Project management experience,
- Proficient with new technologies and IT,
- Excellent interpersonal skills,
- <mark>High level of English.</mark>

Characteristics of the job	Supporting documents in my e-portfolio	Related information – (knowledge-based)
Experience in project management	Yes/ No If yes, documents: • planning schedule/calendar • project manager for an association • references from colleagues from a group project -	I have taken classes in project management
Multimedia work	Yes/ No If yes, documents: - Website created for a class on HTML coding	

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	- Personal project for an interactive video (web documentary) during a trip to Asia	
High level of English	Yes/ No If yes, documents: - Overseas internship (internship thesis written in English) -	
Advising customers	Yes/ No If yes, documents:	I have taken classes on this topic and I have good interpersonal skills (see references in my e-portfolio). I am keen to gain the necessary experience in this domain in order to meet your company's needs