Are you looking for a new challenge in the dynamic and fast growing company in the IT field? We are looking for a **TRAINING AND LEARNING SPECIALIST** for our office in Geneva.

### TRAINING AND LEARNING SPECIALIST (M/W - 100%)

**YOUR TASK**

- **Training and Learning Specialist**
  - Analyse safety training needs in collaboration with internal departments
  - Identify the adequate learning method
  - Oversee course creation and implementation.
  - Analyse and integrate feedback and lessons learnt.
  - Setting up and documenting procedures.
  - Participate in the development of a Learning Management System
  - Evaluate the effectiveness of performance solutions using feedback, performance data, and business metrics to measure success and as appropriate identify additional solutions.

- **HR and recruitment**
  - Work on internal surveys and set up HR processes
  - Recruiting on specific profiles needs

**OUR OFFER**

- A welcoming environment and a young, motivated and friendly team
- Interesting and challenging tasks
- A flat hierarchy and cross-sector collaboration
- Work at one of the leading Swiss IT service providers

**YOUR PROFILE**

- Higher education or a specialized HR education followed by 10 years of experience.
- Previous experience in learning and training role within an IT company or interest in technology and the IT field.
- Demonstrated experience in development and implementation of training programs
- Experience in recruitment
- Experience in working with learning management systems
- Experience in designing training courses (didactics and graphics)
- Attention to details
- Excellent relationship and communication skills
- Team spirit
- Building relationships and caring about the well-being of others

You have excellent communication skills in French and English, German is a plus.

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**ABOUT ELCA**

With more than 800 employees, ELCA is one of the biggest independent Swiss IT solution providers, and a leader in the fields of IT business consulting, software development and maintenance, as well as IT systems integration. The company, with branches in Lausanne, Geneva, Berne, Zurich, Paris, Madrid and Ho Chi Minh City (offshore development) is privately owned. ELCA has an annual revenue of over 118 million Swiss francs.

**INTERESTED?** Then please send your complete application (CV, motivation letter, letters of reference, diplomas and certificates) in English.