Junior Client Solutions (Project) Manager *Location: Remote (U.S.)*

Creator of the SkillBurst®, SkillBurst Interactive is an award-winning small business whose primary focus is the creative design, development, and implementation of interactive, engaging self-paced elearning experiences for some of the biggest and most respected names in the global legal, financial, and retail industries as well as the public sector. From our award-winning off-the-shelf customizable SkillBurst® modules to our truly custom elearning solutions, we enable our clients to deliver on-demand excellence across their organizations – and to their clients – around the globe. We deliver elearning that our clients are truly proud to call their own – with a level of client service that our clients rave about. Learn more about us at www.SkillBurst.com

Our team is comprised of creative, entrepreneurial self-starters, all of whom work remotely. We are highly creative and productive without the distractions of a commute or office environment. This is a small company so everyone has the opportunity to make a significant impact as well as to grow their skills to advance within the company.

We are currently looking for a **Junior Client Solutions Manager (Junior CSM)** to join our team. In this role, you'll directly support our Client Service Directors (and the rest of our team) in all aspects of elearning project management.

Position responsibilities:
The Junior CSM will perform a wide variety of project management support functions, including but not limited to—

- assisting with the new project intake process, including initial receipt and review of materials and/or project requirements
- management and coordination of all media requirements, including preparing final scripts for professional narration and completing the coordination and quality review of all narrated audio files, in preparation for elearning development
- providing data and logistics management support across a variety of systems and resources for a large volume of projects, clients, developers, and multiple business lines
- scheduling, coordination, and assignment management
- performing quality reviews of completed elearning modules/deliverables
- leveraging organizational and communication skills to provide team-wide support on a variety of coordination tasks which may include concurrent client requests and project assignments
- supporting LMS administration, including ticket management, troubleshooting, and client set-up

Required experience and proficiency:

- Microsoft Office Word & Excel (Intermediate+)
- Microsoft PowerPoint (Novice+)
- Customer and client service (2+ years)
- Training development and/or coordination background, with an emphasis in elearning, is desired but not required

Desired traits:

- Detail-oriented
- Problem solver
- Self-motivated
- Organized
- Strong communicator (written and verbal)
- Positive attitude
- Ability to learn new systems and processes quickly
- Eager to further develop existing skills as well as learn new ones and grow within the company
- Ability to effectively plan, prioritize, and manage multiple tasks on simultaneous projects
- Propensity to thrive in the high-paced nature of a growing small business

- Have an interest in – and be sufficiently disciplined to – work effectively as part of a virtual team
- Appreciate both the benefit and the responsibility that comes with being an integral part of a high performing, virtual team
- Have a good sense of humor and enjoy interacting remotely with coworkers and clients

To be considered, please submit the following items via http://skillburst.com/careers.html

(1) Your resume
(2) Your brief thoughts on why you think you'd be a good fit for this role

To learn more about us, visit www.SkillBurst.com

SkillBurst Interactive, a division of LearnVibe LLC, is an equal opportunity employer.
Applicants have rights under Federal Employment Laws.

No agencies and No phone calls please.