

Support Associate, Training and Development

City: Toronto or Mississauga

Title: Support Associate, Training and Development

Duration: 6 Months

Reporting to: Peter Jeewan, President of Canadian Operations

Summary:

Congratulations on taking the first step towards a career in professional staffing and recruitment, a multi-billion dollar industry in North America. For more than 30 years Lannick has accelerated the careers of finance, accounting and technology professionals across the GTA, helping them land rewarding roles with Canada's most successful companies.

The main responsibility of the Training and Development Support Associate, will be to actively maintain and develop our training platform within LITMOS.

Click on the link below to see more into our internal culture:

<https://www.youtube.com/watch?v=DSQaviBr62A>

Working as a Support Associate, you will:

- Design a variety of instructional materials for traditional instructor-led courses, online programs, web-based learning aids or products, and other programs as needed
- Develop materials for courses based on information provided by subject matter experts and instructors to create the expert coursework
- Create learning objectives for students and instructors
- Redesign courses for online presentation that are conducive to distance learning programs while still adhering to academic goals
- Recommend changes to existing courses, including technology or instructional methods

About You:

- You are a confident, self-motivated, smart, witty, honest, competitive team player who brings a **large amount of enthusiasm and energy to the workplace**
- A minimum of a post-secondary education, preferably in Digital Arts, Film Studies, Cinematography, or a related field
- 1 year of experience within an eLearning specialist role would be seen as an asset
- Knowledge of Canon Cameras, film ratios, and compressing formats is a must
- Proficient in Adobe Photoshop, Adobe Premiere, Adobe After Effects, & Adobe Audition; Google G Suite — Google Doc, Google Calendar, Google Drive; Microsoft Office, Microsoft PowerPoint, Microsoft Excel
- Strong time management and organization skills
- Experience building presentations and/or marketing materials
- Experience editing and/or creating video content is an asset

How to Apply

Please submit your résumé to hr@lannick.com and enter the following in the subject line: "Internal Application for SS-TD". Thank you for your interest in this position. We will be in touch with you if your profile meets the requirements for the role. Please note that all candidates must be permitted to work in Canada to be considered for this opportunity and an extensive background check (credit, criminal, etc.) will be conducted.

About Lannick

Lannick is the premier professional recruitment and staffing firm in the Greater Toronto Area. Founded in 1985, Lannick provides best-in-class finance, accounting and technology professionals at all roles and levels through its three divisions: Lannick Finance & Accounting, Pro Count Staffing and Lannick Technology. Lannick places more than 1,000 candidates annually and is a preferred vendor for Canada's most successful organizations. Learn more at www.lannickgroup.com/hiring

Lannick, a Vaco company, is an equal opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. Lannick is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Lannick will make accommodations available to applicants with disabilities upon request during the recruitment process.