

Learning Content Specialist (Part-time)

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Company: Atelier Lumikha

Location: Vietnam

Category: arts-design-entertainment-sports-and-media

Atelier Lumikha serves up smart, streamlined back-office work that leverages offshore talent and proven technology. We do the work: simple or complex, so you're covered.

During the last decade, we've refined an approach to selective hiring and incremental improvement to build a culture of quality performance and employee well-being. Atelier Lumikha attracts great people who stay and get better and more efficient.

Lumikhans build and use technology that enhances productivity for virtual staff, support agents, web marketers, and program managers.

The Role

If you can go deep to learn and explain the standard processes and platforms we use to support our teams, let us know.

We're Building a Massive Learning Wiki

Can you write smart, instructional content on processes and applications? Do you understand how people learn? Are you passionate about making a difference in the lives of others?

Then we want to hear from you!

We are looking for a Learning Content Specialist who can help us develop and deliver content that helps our team work more knowledgeably and confidently. If you can go deep to learn and explain the standard processes and platforms we use to support our teams, let us know.

Lumikha is a boutique BPO focused on marketing virtual assistance and remote teams for back-office and customer support and we're committed to working smarter through quality learning materials.

Job Highlights

- This position is a part-time, remote work gig
- Successful applicants know that building great learning starts with being a good learner
- You will be using screen video, process mapping, and narrative to explain processes
- We are working aggressively to build our learning catalog of quality documentation

Ideal Profile

- Experience building and delivering learning and documentation
- Ability to work follow our learning format and take creative direction
- Prior work in a BPO either in documentation or frontliner is a major plus
- Experience using Grammarly for proofing and plagiarism checks is a plus
- Experience using Loom is a plus
- Experience with Miro is a plus

If you think you have what it takes. If you look like a good fit for our project, we'll be in touch.

What's on Offer?

A competitive salary based on your experience and skills

The opportunity to work on exciting projects for top-notch clients

A fun and dynamic work environment, with a team of passionate and talented individuals

Continuous learning and growth opportunities to expand your skillset

Flexible working hours and the option to work remotely

Attractive freelance rates with performance bonuses

Work with our client brands to connect with a global audience

Build an impressive reel of relevant work

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