Freudenberg Performance Materials is a leading global supplier of innovative technical textiles for a broad range of markets and applications such as apparel, automotive, building interiors, building materials, healthcare, energy, filter media, shoe and leather goods as well as specialties. The Business Group generated sales of 890 million euros in 2019. Today, Freudenberg Performance Materials has 35 production sites around the world in 15 countries and has some 5,500 employees. Freudenberg Performance Materials attaches great importance to social and ecological responsibility as the basis for its business success.

The company is a Business Group of Freudenberg Group. In 2019, the Freudenberg Group employed more than 49,000 people in some 60 countries worldwide and generated sales of more than €9.4 billion. For more information, please visit **www.freudenberg.com.**

Local Administrator - Learning Management System (m/f/d)

Responsibilities:

- Manages the LMS administration functions including the set-up of user accounts, security permissions, learning profiles and notifications to ensure that appropriate learning is delivered to the target audience;
- Create, update and maintain accurately online and classroom trainings in the Learning Management System (LMS); assign training and curricula, and add/ delete resources;
- Provide timely and efficient troubleshooting assistance to end users by investigating all questions/ issues related to Learning Management System;
- Provide User support via phone, email as related to system performance issues, version updating, learning activities, completion status, reporting, etc;
- Delivers routine reporting and uploads training history by request. Prepares reports, graphs, charts and statistics to support leadership and customer requests;
- Identify and document current and future processes or policies regarding the Learning Management system;
- Monitor data integrity within the LMS and proactively identifies and seeks information that needs to be updated;
- Maintains consistency in process standards for the LMS;
- Participate in special projects as required.

Our expectations:

- Bachelor's degree;
- Advanced proficiency with MS office, specifically Excel;
- Experience with with a learning management system, Access or similar databases will be a plus;
- Very good written and oral communication skills in English, German welcome but not mandatory;
- A positive and focused approach to work;
- Ability to problem solve, identify trends, extract insights from analytics and data, come up with ideas to improve and take action;
- Must be highly organized and hyper sensitive to attention to detail;
- Ability to work independently or as part of a team with minimal coaching or supervision;
- Ability to learn new software and systems quickly;

If you like to make a difference and if you would like to be a part of a growing, successful company, then this is the moment to join Freudenberg and become part of a great team! Please send us your resume to **hr.romania@freudenberg-pm.com.**