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20 June 2024

JOB DESCRIPTION

Name:	**ANNAPPA KYATANAVAR**
Position / Designation:	**Programmer Analyst**
Account / Client:	**Google Inc.**
Location of Assignment:	**Science Hub Tower 4 Campus Ave, Upper McKinley Hl, Taguig,**

1634 Metro Manila

Role Category:	**Technical**

Detailed Job Description of Foreign National:
- **Manage and configure the Learning Management System (LMS) like Intellum, Canvas, SumTotal etc.**
- **Create and manage user accounts, roles, and permissions, ensuring appropriate access and security levels.**
- **Upload, organize, and maintain learning content within the LMS, including courses, modules, assessments, and supporting resources.**
- **Generate reports on learner progress, course completion, engagement metrics, and overall LMS utilization to inform data-driven decision-making.**
- **Develop and maintain user guides, tutorials, and training materials to enhance user adoption and proficiency with the LMS.**
- **LMS Enhancement: Collaborate with stakeholders to identify potential LMS improvements, implement new features and optimize the overall learning experience.**

Technical Skills and Qualification Required:
- Minimum of 2-5 years of experience with Learning Management Systems administration
- Strong technical aptitude and proficiency with a recognized LMS like Canvas, SumTotal, Intellum etc.
- Understanding of web technologies, database concepts, and design principles
- Problem-solving and troubleshooting skills.
- Customer-service orientation and strong communication skills (both written and verbal).
- Demonstrated attention to detail and organizational skills.

Technical Skills and Qualification Required that Candidate Has:
- 3 years of experience in managing CMS and LMS administration
- Strong technical skills and technical knowledge of HTML, CSS, Bootstrap, JavaScript, TypeScript, jQuery, PHP, MySQL, DRUPAL, JAVA OOPS CONCEPTS
- Worked on version control systems such as Git/GitHub
- Highly proficient in HTML, JavaScript, CSS, jQuery, responsive techniques, and frameworks.
- Worked on multiple complex tasks against deadlines and shifting priorities.
- Excellent Project Development Skills, with ability to deliver on time as per specifications.

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With Conformity:

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Programmer Analyst