**JOB DESCRIPTION**

Enablement Project Coordinator, Field Readiness & Enablement - Adobe, India (Noida)

**Position Summary**

Adobe is seeking an Enablement Project Coordinator to join the Field Readiness & Enablement Team. The Coordinator role will support the delivery and rollout of digital training curricula, with responsibilities that include building curriculum in a learning management system, managing user acceptance testing, assigning training to learners, providing support and answering questions. The successful candidate is someone who thrives in a fast-paced environment and is agile with multiple priorities and responsibilities. He or she will, over time, suggest process improvements and new ways to effectively support the field, ensuring learners have a positive experience as they progress through their enablement requirements.

**Responsibilities**

• Be the University champion from Enablement Operations team

• Managing engagement with University Global Enablement Managers and Production Managers

• Building On-demand and VILT/ILT courses, testing and assignment of enablement training curricula

• Regular maintenance of training content

• User acceptance testing of training programs

• Assignment of training to global field employees to support their solutions of focus as well as Go to Market priorities

• Effective and timely support to learners who require assistance to proceed with their enablement training curricula. Focus on delivering a good learner experience

• Participation in project planning calls with cross-functional teams, representing the requirements of the enablement curriculum team, keep cross-functional teams informed, meeting notes, email, SharePoint, MS Teams, Slack

• Collaboration with Learning Management System team to get curriculum published, resolve technical issues, or mark attendance complete as needed

• Resolve enrollment issues prior to and throughout quarterly two-week enrollment period

• Writing and editing of program notifications, as needed

• Manage updates to the enablement websites: Adobe Digital University and the Solution Partner Portal

• Analysis of completion reports in collaboration with reporting team

• Program surveys that are employed to evaluate enablement content quality and identify areas for improvement

**Requirements**

• 3-6 years’ professional experience in an IT industry

• University degree

• Open to working 4:00PM – 1:00 AM IST or 6:00PM – 3:00 AM IST

• Works collaboratively, effectively and efficiently with other cross functional teams

• Ability to work in a team environment receiving direction from multiple leads

• Strong project management skill set: detail oriented and focused, excellent communication and follow up, organization, problem solving, responsiveness, deadline-driven

• Ability to manage multiple projects, tasks and deadlines

• Experience and comfort working in a fast-paced environment

• Comfort and confidence facilitating, driving, and contributing to team discussions in area of responsibility

• Excellent spoken English and written communication skills

• Positive attitude and ability to remain agile with evolving team priorities

• Strong decision making ability and good judgment

• Computer skills: Microsoft Outlook and Office: Outlook Email and Calendar, Word, Excel, PowerPoint, SharePoint familiarity

**Desired**

• Knowledge of, or previous experience with, field or sales training

• Experience working with a learning management system; Captivate Prime preferred