

JOIN OUR YOUNG HIGH IMPACT TEAM

People with Purpose, Powering Change —————

POSITION: LMS SPECIALIST / E-LEARNING COORDINATOR

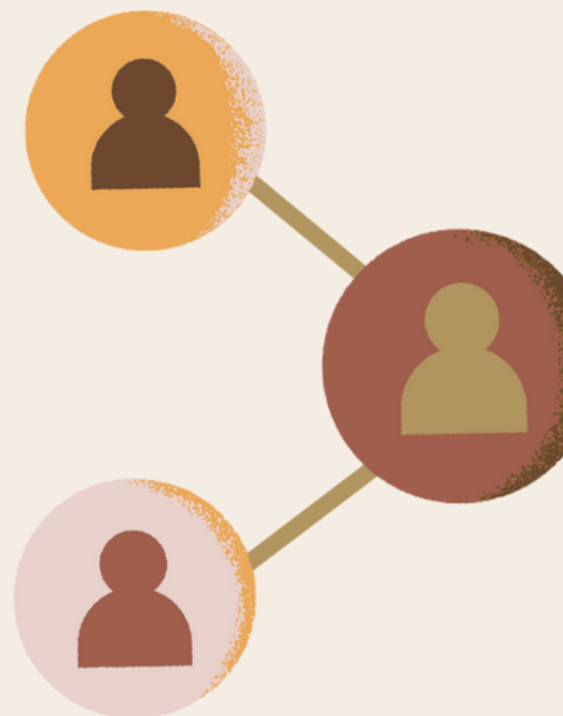
Location: **New Delhi**
Project Duration: **Initial term of one year, with possible extension**
Joining Date: **Immediate**
Application Deadline: **23 June 2025**

About the Role

We are looking for an enthusiastic and detail-oriented LMS Specialist to manage and support our learning platforms. This role involves working closely with the content creation team to publish, organize, and maintain learning content on various LMS platforms, with a focus on Articulate Rise 360, Reach 360, and Moodle.

Responsibilities

- Manage day-to-day operations of the Learning Management System (LMS).
- Upload and organize e-learning content including SCORM packages, quizzes, videos, PDFs, and interactive modules.
- Collaborate with the content team to ensure learning materials are properly formatted and structured for LMS deployment.



- Support the use of Articulate Rise 360 and Reach 360 for content creation and hosting.
- Occasionally manage and update courses on Moodle LMS.
- Generate and analyze user engagement and performance reports.
- Troubleshoot LMS-related issues and coordinate with relevant teams for resolution.
- Ensure seamless user experience across desktop and mobile platforms.

Qualifications

- Bachelor's degree in Computer Science, MCA, or related field (e.g., Computer Applications, Information Technology)
- 1–2 years of experience in LMS management or e-learning operations
- Hands-on experience with Articulate Rise 360, Reach 360, and Moodle is essential
- Familiarity with SCORM packaging and uploading processes
- Ability to generate and interpret user analytics and performance reports
- Strong coordination and communication skills to work with cross-functional teams
- Basic understanding of instructional design principles is a plus

Benefits

- Competitive salary and benefits package
- Opportunity to drive digital learning innovation and enhance learning experiences nationwide
- Enhance the nation's digital literacy and skill sustainability

How to Apply

Interested candidates should **visit <https://www.trif.in/careers/>**. Applications will be reviewed on a rolling basis until the position is successfully filled.

Join us in empowering minds and transforming knowledge ecosystems in India!