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Western Union is committed to create diversity and is proud to be an equal opportunity employer who offers a challenging and fast-paced work environment, excellent compensation and exciting career opportunities. Western Union connects people and businesses around the globe by providing fast, reliable and convenient ways to move money. Our 162-year history and 520,000 Western Union Agent locations in more than 200 countries and territories strengthen our commitment to offering our services in every corner of the globe.

Currently we are looking for a new team member to join our team in Vilnius as a:

Talent Management Systems Administrator

(Full time, permanent position)

This individual will work with the Talent Operations team and WU Learning Consultants, as well as other key subject matter experts across the organization, to develop and administer modules that exemplify best-in-class blended learning strategies. This role will also play a key role in optimizing use of the Learning Management System and for ensuring that the LMS is an effective tool for delivering content.

Responsibilities:

- Maintain Learning Management System (LMS) including system enhancements, responding to trouble tickets and training system admins and users as necessary
- General LMS administration: post and test eLearning modules, ensure accurate audience assignments, test changes to the LMS system, revise system configuration as necessary, etc.
- Architect, develop and maintain on-line content that includes: micro sites, learning campaigns, e-mail
- Works with LMS provider, HRIS and IT helpdesk and/or employees to resolve system integration issues as needed
- Develop and document process or policies as needed to establish consistent use of system
- Make recommendations to improve the system and engage in continual process improvement

Requirements:

- Bachelor's Degree in related field
- 2+ years of related experience
- Proven competence in LMS/HRIS application support
- Superior English language communication skills with a focus on providing customer service excellence
- Strong verbal, written, and interpersonal communication abilities
- Strong analytical and decision making skills
- Customer oriented mindset
- Solid project management skills including planning work, managing details, keeping multiple tasks/projects on track, using time well, and doing whatever it takes to deliver reliable results
- Able to manage workflow with minimal oversight, in a fast-paced, frugal environment with multiple stakeholders and sometimes changing priorities

Western Union offers:

- Competitive salary packages;
- Private healthcare, life and accident insurance;
- Learning and development possibilities;
- Other benefits (free Taxi service, lunch on weekends etc.).

► Join our Talent Network



If you consider yourself a suitable candidate and you are ready for challenges and rewards of working for a money transfer industry leader, please apply by sending your CV to greta.paulauskaite@westernunion.com or apply through our Carrier page www.westernunion.com/jobs.