

**eLearning Content Administrator****€Competitive****Saint Julians, Malta**

We are currently recruiting for an eLearning Content Administrator for our Saint Julians, Malta office. The candidate will join a successful and growing Content team providing training courses and e-learning programmes across iGaming and other industries.

**The Company**

**Our training delivers new skills, leadership insight and compliance knowledge to learners from entry to senior level.** Headquartered in Malta, with offices in London, iGaming Academy runs [training courses](#) and [masterclasses](#) across Europe and further afield. Courses are also provided through our [eLearning platform](#) and [LMS Learning Management System](#), which delivers training for individual learners, teams and companies worldwide.

Our core course portfolio covers [iGaming Academy](#) for online gaming and gambling businesses and other industries.

**Responsibilities:**

The eLearning Content Administrator will report into the Head of Content, while working in an experienced team to develop and upkeep eLearning courses as well as coordinate all clients' online content, using our dedicated learning management system.

**Main duties and responsibilities:**

- Liaising with clients to coordinate their eLearning content.  
This includes the customisation of their off-the-shelf courses, building bespoke training and uploading client documents to their portal
- Design and build new eLearning courses, which are to form part of the company's catalogue of off-the-shelf training
- Being involved in the Quality Assurance process of all new content development
- Liaising with the Head of the Content Team
- Collaborate with teams across the business
- Gather feedback from customers and clients

**The successful applicant will have:**

- Excellent working knowledge of Microsoft office tools
- English as a first language
- Higher education qualification is a plus
- Ability to work independently within prescribed parameters
- Good time management skills and the ability to work in a fast-paced environment, while integrating to a small tight-knit team

- A basic understanding in HTML and CSS
- Creative approach to solving problems
- Being a good team player
- Experience in iGaming and/or education industries would be considered an advantage

**What we offer:**

- Competitive annual salary
- Inspiring and motivational environment with a great team spirit

To apply, please send an up to date copy of your CV and cover letter to [careers@theconexusgroup.com](mailto:careers@theconexusgroup.com)

Due to the high level of applications we receive we are unable to respond to each application. If you have not heard from us within 3 weeks, then you have been unsuccessful in getting to the next stage.

Important Information: We endeavour to process your personal data in a fair and transparent manner. In applying for this role, The Conexus Group will be acting in your best interest and may contact you in relation to the role, either by email, phone or text message. For more information see our Privacy Policy on our website. It is important you are aware of your individual rights and the provisions the company has put in place to protect your data. If you would like further information on the policy or GDPR please contact us.