



AVANTI RESTAURANT SOLUTIONS IS HIRING A LEARNING AND DEVELOPMENT ADMINISTRATOR

Are you looking for a work environment where you can collaborate with other colleagues who are genuine and have a drive to succeed? Are you able to work under pressure to meet deadlines? Do you enjoy creating interactive content, working in a learning management system, and helping others learn?

Avanti Restaurant Solutions, a successful, privately held, \$40M company is looking for a Learning and Development Administrator. Avanti builds out commercial kitchens, providing design, equipment and project management. We are headquartered in Costa Mesa, CA. If you are interested in jump starting your career, please apply for the position of Learning and Development Administrator.

Please apply if you have the following skills:

- Creativity and passion for creating training content
- Strong verbal and written communications skills
- Ability to collaborate with a team
- Great attention to detail
- Ability to problem solve independently
- Ability to multitask in a fast-paced environment
- Competency in Microsoft Suite – Outlook, OneDrive, OneNote, Teams, Stream, Word, Excel, Powerpoint, etc.

Day to Day Responsibilities:

- Collaborate to develop interactive training modules in our learning management system
Effectively utilize relevant software to enhance learner experience
- Create tutorial videos utilizing Microsoft Stream
- Create, validate, and manage process documents and training materials
- Basic testing and validation of processes
- Assist in the coordination of group testing to update and/or validate processes and test training modules
- Perform administrative duties to assist Project Administration Supervisor

This is a full time non-exempt position.

Salary: \$35K-\$45K (depending on experience)

Benefits offered: health, dental and vision insurance, matching 401K, PTO, and company sabbatical

Location: California

Please send resumes to Nicolette@AvantiCorporate.com or apply at AvantiCorporate.com under "Careers".