



## Careers with us

**Job Title:** Learning Management System Project Manager

**Duration:** Temporary (6 Months)

**Location:** Fochabers

**Hours:** Full-time 37.5 hours

**Start Date:** ASAP

Baxter Food Group is a family owned global business established in Scotland over 150 years ago who are best known for premium food brands. For four generations the Baxters family has experienced dynamic change by launching into new market sectors through acquisitions and new products.

We're just as fussy about the people we employ as we are about the ingredients we use in our recipes. We employ people who are as passionate about our products as we are, after all food is one of the most competitive and fastest paced markets in the world. Our operational sites have strong local identities and we are highly respected in the local communities in which we operate. We are extremely proud that we have committed colleagues who have worked for us for over 30 years.

We want our colleagues to develop during their amazing journey with us and make positive steps in their careers. We have a clear strategy to grow and to enable us to achieve this we have a fantastic opportunity for a Learning Management System Project Manager to support in the implementation of the exciting new Learning Management System Baxters are introducing.

We have a 6-month vacancy for a Project Manager to work alongside our HR team to introduce and embed a Learning Management and Performance system across our European business. We are looking for an HR professional who has previous experience of managing a project like this. The successful candidate will need to build great relationships across the business, deliver clear and effective communication, have the ability to coach others and work in an organised way to deliver the project goals within timescales

### **Principal purpose of the role:**

- Focusing on engagement and communication activity.
- Liaising with key stakeholders.
- Providing comprehensive and thorough training to colleagues across the business in the navigation of the new LMS system.
- Creating and administering personal development plans on the new LMS system.
- Overseeing the implementation of the system and its content.
- Utilizing the data gathered to provide in depth reports and statistics which support the business growth in personal development.

### **Skills and Key Characteristics**

- Excellent IT skills including Word and Excel. Able to prepare HR reports and have confidence in understanding figures with strong administration skills including time management.
- Excellent interpersonal and customer-facing skills with a polite & approachable manner.
- Strong communication skills, both written and verbal.
- Process driven with the ability to review current processes and implement new processes.
- Have a pro-active and “can do” attitude. Able to remain calm under pressure and work on own initiative.
- Must be trustworthy with an ability to maintain confidentiality. Have a flexible approach to work and hours worked

If you are looking for a new challenge in a fast paced and progressive family business then we may have the ideal career opportunity for you!

**If you are interested in this opportunity and have the appropriate skills and experience, then please apply by sending your CV and covering letter to our HR Department, Fochabers via [careers@baxters.co.uk](mailto:careers@baxters.co.uk)**

**Location: Fochabers**