

Stellenangebot vom 06.09.2024

## (Junior) Learning & Development Specialist (m/f/d)

Fachrichtung: Legal / Human Resources  
Art der Beschäftigung: Vollzeit  
Eintrittsdatum: ab sofort  
PLZ / Ort: Frankfurt am Main  
Land: Deutschland

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### Firmendaten

Firma: **Nintendo of Europe SE**  
Straße & Hausnummer: Goldsteinstraße 235  
PLZ / Ort: 60528 Frankfurt am Main



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### Ansprechpartner

Name: Katharina Znoj  
Position: Recruiter  
Straße & Hausnummer: Goldsteinstraße 235  
PLZ / Ort: 60528 Frankfurt am Main

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### Job-Beschreibung

#### Level up!

Nintendo aims to deliver unique, intuitive entertainment experiences for everyone, manufacturing and marketing video game devices such as the Nintendo Switch™ family of systems, developing and operating applications for smart devices, and collaborating with partners on a range of other entertainment initiatives like visual content and theme parks.

At Nintendo, we bring together employees with a wide range of characteristics and work together towards a common goal – to put smiles on the faces of people all over the world.

#### Tasks

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Quinke Networks GmbH  
Bei den Mühlen 70  
D-20457 Hamburg

- Administrating and organising various training measures onsite, hybrid and/or virtually (for example onboarding, language trainings, leadership trainings)
- Coordinating the delivery of trainings, including synchronizing schedules with external and internal stakeholders, room bookings and participant management
- Administration of the Cornerstone Learning Management System including creating and managing training courses, uploading certificates, creating curricula and providing first level support for internal and external customers
- Supporting the Cornerstone Performance Design and Implementation project team
- Managing training evaluation process with the survey tool Survalyzer including survey design, sending surveys, consolidating and providing data to internal and external stakeholders
- Assisting in the preparation of learning and development program materials, including PowerPoint presentations, handouts, and other support materials
- Participating in current topics of Human Resources
- Co-Working in our Human Resources projects as well as independent handling of project tasks as well as supporting change initiatives

## Requirements

- Bachelor degree in the field of economics, psychology or communication or similar studies
- First working experience in the area of Learning & Development
- Experience in working with Cornerstone Learning Management System
- Very good written and spoken German and English language skills
- Experienced in using MS Office and Survalyzer
- Strong sense of ownership and initiative
- Being a team worker with excellent communication and interpersonal skill as well as customer orientation
- Strong affinity for critical thinking, hands-on execution, problem-solving, and result-orientation
- Passionate about people and culture and an international working environment

Please bear in mind that it might be a Junior position depending on your professional experience.

Are you interested? We look forward to receiving your application, including your earliest possible starting date and salary expectation.

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