



# We're hiring!

## WinWin International LXP Support/Administrator

Job Type: Fixed-term contract

Salary: Market-related

Location: Riverclub, JHB (office-based)

### The value you'll bring to our team

We are looking for engaging, dynamic, confident individuals who possess excellent communication skills. The role involves facilitating the onboarding process of our clients onto our learning experience platform (LXP) and addressing support queries.

### Roles and responsibilities of a WinWin LXP Support/Administrator:

- Deliver exceptional customer service by addressing concerns and giving feedback in a timely and professional manner
- Provide technical support through troubleshooting
- Generate and maintain reports related to LXP usage
- Continuously learn about the LXP system and its features, to provide expert support and guidance

### The right person for the job...

- Has a minimum of 1-2 years' experience in a similar support role
- Is familiar with LXP systems and e-learning platforms
- Has excellent communication skills and the ability to convey technical information to non-technical audiences
- Has strong problem-solving skills
- Has excellent attention to detail
- Is able to work both independently and as part of a team
- Is comfortable working in a fast-paced environment
- Is proficient in Microsoft Office and other relevant software
- Is Joburg-based and keen to work on-site at our premises

#### Ready to apply?

Send your cover letter and CV to [info@winwinza.com](mailto:info@winwinza.com)

Closing date for applications is **2 June 2023**

*Note: Applicants who don't meet the above minimum criteria will not be successful.*

Learn more about us! [www.winwinza.com](http://www.winwinza.com)

