

## **Recruiting Function: Content Execution & Delivery (CED)**

The Content Execution & Delivery (CED) function in QuoDeck works towards managing designing, developing, and executing game-based learning content and videos for external clients through a large marketplace of approved vendors.

CED works closely with other teams in areas such as sales, tech and key account management. The function's focus is to deliver creative, innovative, understandable, and engaging learning content, while following a set of streamlined processes that reduce time to delivery, as well as assure quality. The CED team interacts and manages vendors in getting the delivery in time, ensuring the process is followed and the output is as per scope put down.

CED represents QuoDeck in its interactions with clients and vendors.

### **Position: Instructional Designer**

#### **Brief**

QuoDeck is looking for full-time Instructional Designer for its CED team. The ideal candidate will have experience in eLearning content review. IDs will work with Project Managers and vendors to ensure high quality of deliverables to clients, which are in line with client brief and quality expectations. Their key tasks will involve quality evaluation and value addition to eLearning content components, such as planning documents, storyboards, scripts, videos, etc.

#### **Objectives of this Role:**

- Providing project understanding and expectations to vendors
- Identifying styles and formats that might be appropriate for different types of content
- Ensuring all eLearning components are developed in line with relevant checklists, brand guidelines, statement of work (SOW) and approach/concept note
- Reviewing and confirming if the raw content is covered properly and expected instructional design standards and principles have been followed
- Evaluating the appropriateness of images and other multimedia elements in the eLearning content
- Suggesting changes to the planning document, storyboard or authored content to make it more effective and appealing to readers
- Providing feedback on eLearning components to vendors to ensure the quality is up to both the client and QuoDeck standards
- Evaluating eLearning components to ensure all feedback have been appropriately addressed by vendors
- Highlighting scope creep from clients and quality lapses from vendors

### **Responsibilities**

- Deliver high-quality deliverables to the client and minimise client issues
- Ensure vendors fill and follow checklists and feedback trackers
- Execute process to manage, review, and track vendor performance at intervals specified by QuoDeck
- Establish and maintain processes to manage scope over the review lifecycle, setting project quality and performance standards
- Develop and maintain partnerships with outside resources—including third-party vendors and researchers
- Monitor and review vendors appropriately to streamline project efficiency and maximize output
- Ensure process adherence – self and vendors
- Create and maintain comprehensive project QA documentation

### **Requirements for the role**

- Understanding of eLearning development as per industry standards
- Strong written and verbal communication skills
- Strong presentation and leadership skills
- Strong attention to detail, focus on deadlines and deliveries
- Good negotiation and handling skills
- Process mindset
- Willingness to learn

### **Experience:**

- Minimum 1 year experience of ID in eLearning industry