

# LEARNING LIBRARY.com

## WELCOME TO LEARNING LIBRARY

Learn. Grow. Prosper.

Learning Library has become a leading education management and publishing company in North America. Established in 1998, our \$10 million dollar investment in custom e-learning and education management infrastructure along with a recent acquisition provides very unique and specific benefits to accrue to our partners and customers through the use of Learning Library's online education platform and solutions including:

### ✦ Content Publishing:

- a. E-learning:
  - i. Existing Catalog
  - ii. 3<sup>rd</sup> Party Content
  - iii. Custom:
    - 1. A-Synchronous
    - 2. Quasi-Synchronous
    - 3. Synchronous
    - 4. Blended
  - iv. Delivery Options
    - 1. Traditional
    - 2. Game Style
    - 3. 3D Learning Environments
    - 4. Blended
- b. E-testing and assessments
- c. CD ROM/DVD
- d. Classroom or "Live" Training Integration

### ✦ Integrated Learning Management System (iLMS):

- a. Total Education Management:
  - i. All education: E-learning, Live, other Products.
  - ii. All testing and assessments
  - iii. Student Management
  - iv. Content Management
  - v. E-commerce
  - vi. Education Admin Management
  - vii. Online Marketing Management
  - viii. Accreditation Management
  - ix. Data Management and Integration
  - x. Process Management

### ✦ Survey products and services:

- a. E-Learning Feasibility (ELF) Audit
- b. Pilot programs
- c. Custom surveys and evaluations

### ✦ Other Related Products and Services:

- a. Coaching/Tutoring/Mentoring Engine
- b. Email engine
- c. Translation Services
- d. Web Development and Design
- e. Education Marketing tools/services
- f. Consulting
- g. Speaking
- h. Research

### ✦ Offline Education Management:

- a. Management and blending of Conferences, Tradeshows, Seminars, Classroom/onsite training; Books; Videos; CDs/DVDs, etc.

### ✦ Communication Management:

- a. Virtual Communities
- b. Discussion Forums
- c. Webinar and audio conferencing

Since 1998, Learning Library Inc. (LLI) has successfully implemented e-learning platforms and education solution services including the creation, conversion, delivery, management, marketing and syndication of content and blended solutions for many industry leading organizations. We approach each request for proposal as a partnership opportunity, working with each organization to provide the most efficient and effective methods and processes to leverage and integrate online education and training with the objectives of our partners. Learning Library has become one of the leading providers of professional continuing education delivery and management in North America and recently in Europe and the UK.

LLI has developed management tools and delivery systems for educational products that allow us and our clients to deliver and administer professional development content in many delivery formats. Aside from the software tools to host and develop learning-related portals, LLI can claim to its credit an extensive and secure hardware infrastructure to physically and reliably host mission-critical applications. In addition, LLI provides extensive customer support strategies as well as internet-based education management services.

Our solutions and services have been exclusively designed for professional adult education and the professional organizations supporting and training this audience to provide effective offline (print, classroom, CD), Computer Based Training (online or CD/DVD) or blended delivery of continuing professional education, personal development training, certificate/designation/diploma level education, functional and industrial training or simply testing, assessments or surveying. This is all provided via our unique cost reduction or profit center model and includes a solution for all education management issues such as administration, data integration, research, marketing, e-commerce, registration, cataloging, tracking, reporting, additional student management, etc.

We are broadly based across several professional industries including, associations, charities, education (teachers, principals), industrial training, financial services, real estate, healthcare, human resources, general business, etc., to serve all of these audiences and others, and our direct audience base currently is over 3,500,000 direct members and/or employees worldwide.

LLI has specific expertise in the design, implementation and technical support and management of learning programs. As a result, LLI can provide:

- Assistance in data gathering, needs assessment and business planning to manage data acquisition and reporting for needs assessment research
- Content design, development and production including assessments, learning programs, testing and other tools.
- Management and monitoring of learning programs.
- Tactical execution and management of marketing and communications programs designed to effectively grow learning program usage.

**As veterans in this new medium, Learning Library's integrated multimedia solutions are uniquely positioned to meet and exceed the current and future needs of education and training requirements.**

## LLI Presentation and Examples:

- Content Delivery Option Demos:
  1. Traditional: Simply click the link below and press F11 on your keyboard to maximize the image: [CLICK HERE TO LAUNCH THE COURSE](#)
  2. Corporate Animated Game/Scenario: [www.learninglibrary.com/hsbc/](http://www.learninglibrary.com/hsbc/)
  3. Digital Photography: [www.learninglibrary.com/iapa/flashtest/flash.html](http://www.learninglibrary.com/iapa/flashtest/flash.html)
  4. 3D Animation: [www.learninglibrary.com/realtor3d/flash.html](http://www.learninglibrary.com/realtor3d/flash.html)
- LMS samples:
  - [www.learninglibrary.com/realtoruniversity](http://www.learninglibrary.com/realtoruniversity)
  - [www.learninglibrary.com/EDPD/](http://www.learninglibrary.com/EDPD/)

# BOOKKEEPER/JR ACCOUNTANT, OFFICE MANAGER

**Date:** Current 2009

Learning Library is a dynamic leader in education management and publishing solutions utilizing web based technology since 1998. LLI has provided proprietary solutions to customers globally since 1998 and specializes in compliance based education for many industries.

This individual will be responsible for day to day books, reporting and liaising with accountants, senior executives, branches, customers and suppliers. Further this individual will be responsible for basic office management including contracts, HR, administration. Individual must have multi-tasking capabilities as well as strong communication skills.

This individual will be responsible along with CEO for financial management of the company, coordinating between team and clients, acting as liaison between company and accountants and all daily, weekly, monthly and annual bookkeeping requirements. Also requires daily office management and HR support of team in Ottawa and some administrative duties.

Individual must have both financial management and project management capabilities as well as strong communication and customer service skills. This position will be based in Ottawa Ontario Canada.

You must have the following attributes to qualify:

- Day to day skills of all financial management including:
  - daily, weekly, monthly and annual bookkeeping.
  - sales and client reports to CEO
  - financial reporting to clients
  - payables and receivables management
  - remittances
  - forecasting and cash flow management
  - benefits plan management
- HR Support: benefits, contracts, hiring, interviewing, etc
- SR&D project management, system management and reporting in conjunction with CTO.
- Client Contract management
- Ottawa office management and administration
- Experience communicating with clients and liaising between clients, suppliers and LLI team.
- Strong oral/written communication skills.
- Ability to manage staff and resources.
- Strong computer skills in ACCPAC, PC/Windows, MS Word, Excel, Adobe PDF Writer and Outlook.
- Team player; enthusiastic and focused on results
- Strong multi-tasking skills
- Detail oriented and ability to perform thorough quality control reviews

Nice to have:

- Bilingual (English/French) and/or knowledge of Spanish preferred
- International accounting experience (EU and UK)

Other:

- Full time position only
- Reports to CEO
- Start Date: immediate
- Salary: Varies depending on experience and skills. Pays between \$40,000 and \$50,000.00 plus health and dental benefits after probation period

- Probationary Period: 6 months. Notice of termination by either party is minimum two weeks during probationary period.
- Benefits: Single health and dental coverage package. Beginning post probation period. Family health and dental available at employee cost.
- Vacation:
  - Year 0 - 2: 2 weeks (10 bus days), plus statutory holidays. Beginning post probation period. 3 months notice for all vacation time over 1 week.
  - Year 3 onwards: 3 weeks (17 business days), plus statutory holidays. 3 months notice for all vacation time over 1 week. No more than 2 weeks vacation in any one period.

Interested parties should forward CV to [careers@learninglibrary.com](mailto:careers@learninglibrary.com). Only short-listed candidates will be contacted, no phone calls, please. You will be required to complete several tests before you will be asked to interview personally.

[careers@learninglibrary.com](mailto:careers@learninglibrary.com)

Toronto: 56 The Esplanade, Ste 211, Toronto, ON M5E1A7

Ottawa: 6 Deakin Street, Suite B, Ottawa, ON K2E1B3

Chicago: 430 N. Michigan Ave., Chicago, IL, 60611-4087

[www.learninglibrary.com](http://www.learninglibrary.com)

Learning Library is a leading provider of education management and publishing solutions utilizing web-based technology serving international markets since 1998.