Downloaded from <https://www.velvetjobs.com/job-descriptions/content-management>

# Example of Content Management Job Description

Our company is growing rapidly and is looking to fill the role of content management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for content management

* Participate in question and answer sessions during online seminars and faculty office hours
* Maintain a list of quick reference notes for each specific team of clients
* Work with Implementations to obtain server access for new clients as needed
* Manage invoice loads for on-shore clients
* Lead and/or develop Content Management System (CMS) design and implementation strategies
* Actively work with and lead labeling production teams to generate CMS output (labels and documentation)
* Create and/or participate in the development of data structure/architecture and style sheets
* Create and maintain documentation, policies and procedures for Edwards’ use of CMS, including labeling, PLM and ERP technologies used in conjunction with CMS
* Form the critical CMS production link among Labeling, Tech Writing and Localization teams
* Instruct users on CMS production tools and systems used by labeling, technical writing and localization teams

## Qualifications for content management

* Certification or extensive practical experience with life science coding systems
* Experience in a multi-language publishing environment, including translation memories, terminology databases
* Currently enrolled, returning or recent college graduate in Business or Technical field
* Knowledge of heavy-duty truck or automotive parts and components desired
* Familiarity with customer requirements and catalog taxonomy
* Understanding of databases, queries and data organization