Our growing company is hiring for a content administrator. 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 administrator

- Maintain libraries of all relevant documents (IDM's, agreements, amendments,) on shared drives and/or Rights Management database system
- Using a content management system to amend existing content and build new website pages
- Resolving issues such as submitting redirect requests and fixing broken internal links
- Adding meta descriptions, setting page titles, H1s, alt text, and optimising onpage content
- Using Google analytics to run regular reports
- Pro-active diary management for the Content & Engagement Director, and on behalf of 3 other senior members of the team
- Responsible for partnering within organization on launches and updates to COMPANY's global websites
- Responsible for site QA process on daily site updates regular site refreshes
- Responsible for managing onsite search results and associated tool
- Act as the subject matter expert for installing, configuring and supporting image capture, image transformation, and image workflow software used to create content for online, microfilm, and print products across multiple operational departments

Qualifications for content administrator

- Ability to prioritize work and process to maximize efficiencies required
- Ability to use discretion and maintain good working relationship with all vendors, and team members required
- Related university degree or will be of degree caliber
- College Degree or minimum of 5 years' experience working with clearance in law firm or in-house corporate position handling intellectual property matters and creative clearance issues
- Strong computer skills, excellent communication and interpersonal skills, both oral and written