



Example of Content Administrator Job Description

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Our company is hiring for a content administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for content administrator

- Manage the ingestion of image files working with multiple external content providers and internal IT staff to set up the workflow, systems access, storage, and validation of file structure and delivery specifications ensuring the timely and accurate delivery of image files as required by operational deadlines and schedules
- Coordinate the workload with operational leadership to ensure applications and workflows are functional and are meeting daily production quotas and schedules across all digital imaging teams
- Partner with Operational Leadership/Staff, IT, and external resources to research and implement new continuous process improvement solutions for image capture and image processing procedures and tools that improve quality, increase capacity, and reduce cost
- Serve as the liaison between technical and functional staff to recommend, develop, and assess program modifications, including working with technical resources to develop, test, and document software in order to implement and maintain as operational systems
- Maintain enterprise software by ensuring patches are applied in a coordinated and timely manner for the purpose of creating reliable technology solutions that increase employee productivity
- Provide guidance, direction, and training to staff for image capture and processing activities
- Create and maintain documentation for settings and configurations for image capture and image applications

- Partner with business leads and event owners to develop Guidebooks for Professional & Commercial Education Events Society Meetings
- Business Process Analysis/Operational Modeling

Qualifications for content administrator

- Must have confidence to independently conduct meetings with business partners and report back to team
- Must be detail oriented, able to multi-task and work under pressure to meet deadlines
- Must have excellent time management skills and the ability to prioritize among competing tasks and responsibilities
- Must have experience supporting both Windows and MacOS devices in an enterprise
- Overall knowledge of IT infrastructure components and their interactions
- Ability to measure and communicate key performance indicators to both customers and managers