



Example of Content Administrator Job Description

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Our company is growing rapidly and is looking for a content administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for content administrator

- Assist in researching Search Engine Optimization (SEO) opportunities
- Support campaign efforts with keyword reports
- Assist in execution of SEO strategies
- Support competitive analysis research
- Manage the Clearance Department, including assigning projects and day-to-day supervision of other Clearance Department personnel
- Review scripts and treatments to determine whether names, places, business, , are fictitious
- Review contracts and other legal documents when obtaining rights from third parties
- Prepare releases for use of third party film clips, sound tracks, books, titles, names and similar items
- Prepare and issue legal clearance memoranda and other correspondence
- Follow up on clearance reports to ensure that necessary changes have been made

Qualifications for content administrator

- Must be willing to work in Coral Gables, Florida
- Make sure all translations received and uploaded in the company's platform are transferred into the clients CMS in an internal or external platform
- Schedule a part of translation assignments
- Collect from and coordinate with a prime company other translated content

- Ensure that translations meet daily deadlines and have gone through quality control processes including an independent review
- Supervise the activities of translators and translation reviewers