



# Example of Content Advisor Job Description

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Our growing company is looking to fill the role of content advisor. 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 advisor

- Develops and defines application scope and objectives and leads and actively creates the technical and/or functional specifications from which programs will be written
- Defines the integrated functional, performance, usability, reliability and scalability requirements of a system
- Ensures high-level designs, including architecture requirements, are accurately documented and mapped to approved requirements
- Acts as a liaison between the project team and stakeholders (both business operations and IT)
- Conducts feature testing and provides support during integration, acceptance, and production testing
- Works with the IT learning organization in training initiatives
- Performs estimates for application functionality enhancements
- Managing AS internal and external content workflow process on multiple platforms
- Collaborating with business partners across the organization to identify content needs
- Accurately documenting changes to internal procedure documents and external content

## Qualifications for content advisor

- Project Management experience with end-to-end accountability is highly desirable
- Desirable to have a Bachelor Degree in Communications, Marketing or Public Relations
- Mandatory to have excellent Portuguese and English writing skills
- Expertise in building and implementing effective and fit-for-purpose briefings and presentations
- Solid understanding of the Oil & Gas business