



Example of Content Advisor Job Description

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Our innovative and 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

- Reviewing existing content for accuracy and relevance
- Manage project activities to ensure project deliverables and timelines are met
- Effectively organize and facilitate meetings
- Assisting with any other assigned duties
- Cross training for other team functions
- Visually inspect content submitted as part of the review process
- Maintain a strong working knowledge of guidelines for acceptable content
- Calibrate on review performance and implement feedback on image handling
- Provide feedback on the review process
- The sourcing & development of content for Elevate, the online learning platform, in partnership with Consultants and internal & external stakeholders

Qualifications for content advisor

- Experience in managing and influencing key stakeholders at senior levels within an organization
- Self-motivator, capable of multitasking to deliver in short deadlines and resilient under pressure
- Experience/proficiency with FileNet P8 5.x
- Must possess a BA or BS or equivalent
- Must have 10 years or more of experience in IT
- Must have 5 years of experience in tracking, implementing, validation, and

