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

Responsibilities for content management specialist

- Organize and maintain the folder and file structure of art and graphics server, including updates at key intervals (monthly, quarterly,) and communication of new updates to the user community
- Work within Oracle Content Marketing platform to manage content workflows and production
- Develop and implement custom content calendars for various brands and partners, working with various teams to inform the calendar
- Work with senior copywriter / editor on team to ensure custom content solutions are on-brand with a consistent style, quality and tone of voice optimized for search and user experience across online, social, member communications tools and video channels
- Contribute to content brainstorming, strategy and planning sessions
- Develop customized content solutions calendar that works in concert with an overall editorial calendar to achieve the brand goals
- Support team by proofreading, editing and assisting with copywriting as needed
- Ensure the team delivers high quality content by fact checking information learning and following compliance guidelines
- Traffic content through review and approval process with internal teams and partners
- Work closely with members of the content team to adjust or adapt calendars and content production as needed

- Flexibility to adjust to changing business or project needs
- Prior experience in Content Management necessary
- At least 6 months tenure in current position
- No active written warnings on file
- Knowledge of ECM strategies around content life cycles and capabilities
- Ability to elicit requirements through interviews, document analysis, workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis and task and workflow analysis