



Example of Content Senior Manager Job Description

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Our company is growing rapidly and is hiring for a content senior manager. 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 senior manager

- Work with Technical Accounting team to implement company-wide content accounting policies and practices to ensure correct reporting
- Liaison with key business partners on policies, processes and programs, for example, Legal, Content, Sales, Sales Operations, FP&A, Billing, AR, Payment, Tax, Technical Accounting and Financial Reporting
- Manage 3rd party audits and support both external and internal audit process
- Over 5 years of experience in a financial services marketing or editorial position, preferably within Asset Management targeting institutional and retail clients
- Organised, driven and attentive to detail
- Support the CMS team in developing an Enterprise Content Hub by providing recommendations on wireframes, UI/UX, tagging strategy and workflow management
- Create tagging taxonomy and/or hierarchy and apply across content properties in the business
- Leverage market data to develop content themes/topics and execute a plan to develop the assets that support a point of view and educate customers that leads to critical behavioral metrics
- After Content Hub is established ensuring all content is on-brand, consistent in terms of style, quality and tone of voice, and optimized for search and user experience for all channels of content including online, social media, email, point of purchase, mobile, video, print and in-person

Qualifications for content senior manager

- Deep knowledge and expertise in development, current programming, and production for unscripted television content
- Highly skilled in critical evaluation of creative material and production work in progress
- Degree in Computer Science, Computer Engineering, or Technical Communications preferred
- Prior supervision and management experience with creative professionals
- A solid portfolio of written work showcasing a breadth of experience across a range of content types and communications platforms
- Proficiency with webinar hosting tools (Skype, WebEx, Adobe Connect)