



## **JOB DESCRIPTION**

**JOB TITLE:** Content Administrator

**APPROVED DATE:** 12/11/2017

**CLASSIFICATION:** Exempt

**SALARY RANGE:** \$60,000-\$70,000 per year, based on experience

**SUMMARY:** The Content Administrator is an entry level position that will be responsible for the development and maintenance of Brame's Product Information Management system and is charged with establishing processes to secure item content from manufacturers, editing the data as needed and cross referencing it to existing item information to facilitate its usefulness. The individual will provide recommendations for implementation, maintenance and syndication of that information once captured and available for use.

The Content Administrator will interface with Sales, Purchasing and other associates both internally and externally to define requirements, evaluate data provided to insure compliance with specifications and will provide training and instruction as needed to/for involved parties to insure accuracy and completeness.

### **Job Duties:**

- Secure item content from manufacturers and distributors and maintain a secure contact channel with both.
- Edit, manage, maintain, and manipulate item content for interfacing with various organizational systems.
- Ability to manage, maintain, and structure organization's PIM system.
- Manage and potentially develop internal system's taxonomy and hierarchy in accordance with established business structure, as well as identify and secure additional information as needed.
- Review and cross reference existing items to newly created records.
- Prepare for syndication of data to other outside sources.
- Establish and document system's processes and SOPs for future reference and team additions or changes.
- Ability to create, rewrite, edit, and proofread content as necessary.
- High-energy self-starter, self-motivated, positive 'can do' attitude
- Strong organizational, critical thinking and problem-solving skills combined with curiosity and a willingness to learn

- Excellent written and verbal communication skills; persuasive and professional.
- Highly detail oriented, consistent and accurate. Attention to detail is paramount.
- Ability to multi-task and adjust to changing priorities with tenacity for completing tasks.
- Ability to follow established procedures and/or create new ones to accommodate requirements.

### **EXPERIENCE REQUIREMENTS:**

- Minimum BS Degree but preference for MIS/MBA.
- Previous experience working in purchasing or data services related area.
- Previous database management experience; preferred experience with SQL.
- Distribution experience in Janitorial Supplies or School and Office Products industries a plus.
- Previous experience with Magento eCommerce a plus.
- Excel expertise required.
- PIM experience preferred.
- Experience working with the following systems, (CRM, PIM, ERP) a plus.
- Knowledge of Adobe Photoshop and InDesign.
- Knowledge of most social media outlets and experience interfacing with them (websites, Twitter, Facebook, etc.)
- Experience working with analytical programs – especially interested in modelling and ad hoc queries for business systems.
- Experience working with and manipulating large data files.
- Extreme attention to detail.
- Self-starter and ability to work independently.
- Clear understanding of business workflows.
- Comfortable with cross-departmental collaboration and accountability.

### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to do the following:

- Technical calculations and conversions
- Sit at a desk for long periods of time

### **WORK ENVIRONMENT:**

- Fast paced

- Office
- Brame utilizes EOS – Entrepreneurial Operating System
- Candidates must exemplify Brame’s core values:
  - Customer Importance
  - Positive Attitude
  - Professional and Dedicated
  - Avoids Drama