

Job Title: Content Layout Editor

Location: Hiawatha, IA

Job Number: 0419-07

We are an entrepreneurial and private company that provides channel marketing services to Fortune 1000 clients. Our company leverages technology and service solutions to help our clients promote their brand(s) through their independent channel distribution partners. Our solutions are utilized by channel partners to:

- Manage the MDF/Co-op advertising funds
- Build online custom advertising
- Plan local marketing promotions/initiatives to build the brand
- Enroll in SEM, order point of sale collateral, process consumer rebates, etc.

The successful candidate will use the Teamsite Content Management System to review and make required to a Fortune 500 client's international websites. Responsibilities include:

- Use Teamsite to process content updates and supply translation ready files back to client.
 - Edit and update web content per client's direction.
 - Validate all changes and ensure 100% accuracy
 - Ensure content is regionalized by country and obtain translation of Content Ready to publish as needed.
 - Submit and deploy content to Teamsite.
- Perform quality control of content changes and ensure accuracy. Adhere to Company content management process guidelines.
 - Ensure spelling, punctuation and content accuracy for any submitted content changes from Edit team.
 - Proof and verify that final output is complete and accurate.
 - Confirm that revised proofs are correct and changes have been made.
- Ensure final step of process is resolved by forwarding to Program Lead.

Knowledge, Skills, and Abilities:

- Bachelor's Degree in Business Management discipline or English/Communications preferred.
- Previous experience with Teamsite is a plus
- Previous knowledge of Content Management System preferred.
- Strong ability to learn new systems and can easily learn new applications or has prior content management application experience.
- Ability to use standard desktop load applications such as Microsoft Office plus intranet and internet functions. - Has a good understanding of the principles and can independently use the knowledge.
- Experience with editing inside applications.
- Effective working in a fast paced environment with a strong attention to detail.
- Excellent Attention to detail.

- Effective writing skills, including grammatical usage, persuasive copy and style. Has a good understanding of the principles and can independently use the knowledge.
- Demonstrated ability to collaborate with all involved parties to reach an agreement and have the same understanding of the resource needs and schedule.

To apply for this position, please send your resume, cover letter, and salary requirements to jmasters@Channel-Fusion.com.