



**Job title:** Assistant Content Manager  
**Department:** Data Control  
**Location:** Columbus, GA  
**Reports To:** Manager, Data Control and Compliance

For over 40 years, Masterbuilt has built innovative and simple-to-use cooking products with the consumer in mind. It all started in Dawson McLemore's backyard in 1973 with our first propane fish cooker. Today, Masterbuilt is well-known for the quality of our electric smokers, fryers, grills and automotive accessories. From the Butterball Indoor Electric Fryer to our Masterbuilt Electric Smokehouses to our Hitch-Haul brand of cargo carriers, Masterbuilt strives to build products that help you "Share the Goodness" with your family and friends.

### **Summary**

Under the direction of the Data Control and Compliance manager, the Assistant Content Manager will support Masterbuilt in the management of Intranet and Extranet content, including editing, maintaining, and publishing content for Masterbuilt users. The Assistant Content Manager will use content management system and web analytic tools.

### **Essential Duties and Responsibilities**

Manage content lifecycle to ensure quality content and user experience.

Edit, maintain and publish content for Masterbuilt users based on discoveries and approval of internal stakeholders.

Assist to integrate videos, photos, graphics and other multimedia materials on web based sites and ERP, providing seamless links with external sources such as Smug Mug, YouTube, Facebook, etc.

Provide technical editing to include proofreading, grammar, and punctuation to all Intranet and Extranet Content.

Work with Data Control Specialist I & II, and Product Data Supervisor to ensure full integration of product development data points to ERP.

Develop and maintain quality assurance checks with SharePoint content.

Support governance and compliance policies related to storage limits, security needs, auditing and web policy intent summaries.

Develop and oversee annual departmental acceptance.

Demonstrated ability to successfully develop effective flow charts.

Work with Product Data Supervisor to maintain all SharePoint Metadata.

Work with all internal customers identifying SharePoint needs, validating necessity, project ownership, and escalating tickets to IT/Development groups as needed.

In consultation with Data Control and Compliance Manager and team leads, evaluate business processes and workflows, making practical recommendations for process improvements, and assist with implementing and validating any process changes.

In consultation with Data Control and Compliance Manager and Product Data Supervisor, maintain proper security rights for all data and workflows related to our product development processes.

Will interact with content owners and end users to provide support, training, troubleshoot issues and gathering requirements.

This position will require domestic travel for training and/or certification(s) related to Microsoft applications and ERP system(s) at least 2-3 weeks annually.

Other duties as assigned.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty and responsibilities listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education / Experience**

A Bachelor's degree in Business, Computer Science or related field and at least 3 year(s) of specialized experience as content specialist, or similar role, engaging in website content modifications and implementations of digital enhancements within a web-based content management system is required.

At least two years of specialized experience with Microsoft SharePoint, including the use of Web Parts, appearance, and behavior of SharePoint subsites and the use of Azure is required.

At least one year of experience charting process flow diagrams is required.

At least three years of experience utilizing Microsoft office suite to include advanced level of Excel and Access is preferred.

At least two years of specialized experience with Nintex and Power BI is preferred.

### **Skills and Competencies**

Must have excellent organizational, planning, project management, problem analysis/solving and communication skills. In addition, an exceptionally high level of attention to detail, initiative, confidentiality and task schedule flexibility are crucial to the success of this position.

Strong ability to communicate orally and in writing; ability to interact in small, large and individual group settings.

Experience writing and maintaining policies, processes, procedures and metrics.

Work in office environment. In addition, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds while using methods compliant with company lifting policy. Dedicated to company and personal core values. Practice safety and adhere to all company safety policies.

Masterbuilt Manufacturing is An Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by applicable law.

Qualified candidates should apply for the position by sending his/her resume to [HR@masterbuilt.com](mailto:HR@masterbuilt.com)