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## Content Loading Specialist

### Description

**Excel Nearshore** is seeking a **Content Loading Specialist** to manage the end-to-end content process, ensuring consistency and accuracy while maintaining seamless functionality across client and internal websites. This role combines content coordination, CMS expertise, and website optimization, with a focus on using Umbraco and uSkinned platforms. This is a fully remote and full-time position from Costa Rica, in payroll with benefits.

### Responsibilities

- Manage end-to-end content process including:
  - Support content plan creation and structure setup for clients.
  - Content coordination of assets: images, copy, files.
  - Track content accurately and ensure consistency in content before it is loaded into the site.
  - Content loading and styling into various content management systems, especially Umbraco and uSkinned.
  - Continue to proactively seek more efficient and effective methods for content gathering and coordination with clients and internal teams.
- Project coordination support (as needed, but not a primary responsibility).
- Build functional and easy-to-use websites in Umbraco & uSkinned.
- Test websites across browsers, operating systems, and devices.
- Optimize loading speeds and capacity.
- Debug pages and fix broken links or images.
- Update website content and review SEO.
- Monitor and analyze site performance for any issues.
- Address client issues relating to content.
- Remain current with industry trends while continually leveraging new tools and industry best practices to boost efficiency.
- Work with lead developer and director of PMO to continually evolve and improve process.
- Work with Marcel Digital Marketing Manager to ensure Marcel Digital's website is up to date and content is built out as and when required.
- Log hours and tasks in Workfront in order for the Marcel Digital team to keep projects within the proposed amount of hours.

### Qualifications

- **Experience:**
  - Proven experience working with content management systems, particularly Umbraco and uSkinned.
  - Strong background in website content loading, styling, and optimization.
- **Technical Skills:**
  - Proficiency in debugging pages and fixing broken links or images.
  - Knowledge of SEO best practices and website performance optimization.
  - Familiarity with testing websites across browsers, operating systems, and devices.
  - Ability to monitor and analyze site performance for potential issues.

### Hiring organization

Excel Nearshore

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Indefinite

### Industry

Marketing

### Job Location

Costa Rica

Remote work from: Costa Rica

### Date posted

November 19, 2024

- **Soft Skills:**

- Excellent organizational and coordination skills.
- Strong communication and problem-solving abilities.
- Ability to work independently and as part of a team in a fast-paced environment.

- **Other Requirements:**

- Knowledge of project management tools (e.g., Workfront) for task logging and tracking is a plus.
- Up-to-date with industry trends and tools to improve efficiency and processes.

## **Contacts**

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