

Main responsibilities

- Work independently in a fast-paced environment to ensure the delivery of accurate, compliant and timely content, while implementing process improvements
- Manage the transition of content from the U.S. marketing team through compliance to publication on the website.
- Coordinate multiple production functions seamlessly and take ownership of driving content across a variety of key groups
- Use Wrike for initial content handling and approval, then manually transfer to JIRA for the development team.
- Implement a content calendar to manage and schedule the publishing of various content types to ensure a steady and organized content flow.
- Ensure that the processes supporting all content production are aligned to best practices and continually improved for efficiency.
- Coordinate between different teams to prevent duplicate content submissions and manage publication timing.
- Drive multiple pieces of content (both repeatable and dynamic, including content related to planned/unplanned market events) in various content production life cycle stages on a daily basis
- Oversee and manage day-to-day production assignments in the end-to-end content production pipeline
- Relay and follow up production issues to resolve them on a priority basis by working with concerned internal partners
- Assist the team in communicating production schedule to all campaign stakeholders
- Monitor and conduct quality control of final production runs to meet brand standards and regulatory requirements
- Coordinate the production process across multiple teams and regions
- Act as a bridge between the U.S. marketing team and the development team, managing content flow and addressing any gaps in communication.
- Document and standardize processes to improve consistency and reliability in content handling and publishing.
- Manage expectations around customization needs and deadlines, providing alternatives using existing pre-built modules within the CMS to speed up delivery and reduce the need for custom work.
- Implement rigorous checks to ensure all content meets compliance standards before publication, especially for regulated domains like intermediaries which are subject to stricter regulations.
- Improve processes for prioritizing development tasks to ensure that critical updates are completed timely, considering time zone differences and team availability.
- Develop a more systematic approach to managing stakeholder (marketing, product teams, and development) expectations and requests.

Required background

- Willing to work in the US shift (EST)
- Bachelor's degree in marketing, business management or in a related field
- Work experience of over an year in a similar role with content management skills
- Experience working with Jira, Wrike, Admaster and Seismic
- Ability to prioritise and manage deliverables in a fast-paced environment
- Exceptional time management and problem-solving skills
- Dynamic team player with exceptional interpersonal skills
- Possess orientation and process documentation skills
- Excellent spoken and written communication skills
- Strong attention-to-detail and organisational skills
- A creative mindset
- Knowledge of financial services will be an advantage

If you meet the above requirements, please forward your CV, along with a short note on how you meet the requirements to jobs@acuitykp.com, specifying **Content Coordinator/ (your name)** as the subject line.

Acuity Knowledge Partners (Acuity) is a leading provider of bespoke research, analytics and technology solutions to the financial services sector, including asset managers, corporate and investment banks, private equity and venture capital firms, hedge funds and consulting firms. Its global network of over 6,000 analysts and industry experts, combined with proprietary technology, supports more than 500 financial institutions and consulting companies to operate more efficiently and unlock their human capital, driving revenue higher and transforming operations. Acuity is headquartered in London and operates from 10 locations worldwide.

The company fosters a diverse, equitable and inclusive work environment, nurturing talent, regardless of race, gender, ethnicity or sexual orientation.

Acuity was established as a separate business from Moody's Corporation in 2019, following its acquisition by Equistone Partners Europe (Equistone). In January 2023, funds advised by global private equity firm Permira acquired a majority stake in the business from Equistone, which remains invested as a minority shareholder.

For more information, visit www.acuitykp.com