

Job Title: E-Content Analyst

Department: Publisher Content Management

We have an immediate requirement for the candidates who have proficiency in French and English languages.

Job Description: To obtain missing content from thousands of licensed publisher partners in both hard copy and e-data formats through contact and follow up with publishers and with groups that lend or sell out of print, or back issues via email and telephone.

Required Skill set:

- A strong proficiency in verbal and written skills in English & French including college level vocabulary, spelling, punctuation and grammar and sentence structure.
- Strong communication skills with the ability to communicate effectively with internal and/or external contacts of EBSCO.
- Experience & proficiency in Microsoft Office (Outlook, Excel, Word).
- Excellent Web browsing skills.
- Good understanding of how journal websites are structured and managed.
- Work as part of a team, as well as independently.
- Ability to absorb & note information in meetings/Trainings.
- Experience of working to tight schedules in a daily or weekly content publishing environment.
- Able to prioritize workload effectively and be extremely organized.
- Enthusiastic, keen to learn with an acute attention to detail.

Preferred Qualifications:

- Graduation in any discipline. (Preferably in Library Science and/or French).
- B2 Level certification from Alliance Franchise **or** Advance Diploma in French language from any reputed university/ institution.
- 2 to 3 years of work experience in French language communication (oral and written) & translation/interpretation.