



# Information & Documentation Manager

## [Uplay PC] (f/m/d)

**Düsseldorf - Full-time - 743999710886575**

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As a Information & Documentation Manager (f/m/d) on the Uplay PC team, you are responsible for organizing information, documentation & assets so that anyone working on the project can browse & access it easily. You will ensure key content is written & up to date for everyone on the project.

The Information & Documentation Manager (f/m/d) will also rely on content management standards & best practices within Ubisoft.

The overall mission of a Information & Documentation Manager (f/m/d) is to identify and organize documentation, information and assets so anyone needing it can easily find, access and use it. The goal is to minimize time spend on searching for the right content and to avoid duplication of work because content cannot be found and therefore is created.

You would be responsible for:

- Gathering team requirements regarding content & features needed on the project
- Identifying & organizing key content within the production. Ensure this content is formalized, structured, shared & accurate
- Define information architectures, taxonomies and metadata strategies (frameworks for grouping and tagging content);
- Defining the governance (access rights, workflows, archiving policy, etc.) and ensure it is respected and it is applied by all teams on the project
- Providing content templates in order to accompany users in their content creation process
- Enriching content with metadata & tags to improve content findability on the production
- Defining workflows to ensure content is always enriched by the right experts at the right time
- Archiving & cleaning content on an ongoing-basis in order to keep the workspace used & useful
- Relying on user feedback, statistics and benchmark in order to improve the workspace and the way content is organized.
- Supporting teams on a daily basis to manage more efficiently their content to improve collaboration & communication

- Training people on how to create, manage & access content
  - Accompany newcomers in their content onboarding
  - Relaying on the production to share useful content outside the project (KC, Portfolio) & reuse resources coming from other projects
  - Evangelize content management best practices and support the evolution of content management ambassadors within the team.
  - Prepare and facilitate content workshops with clients, stakeholders or/and end users
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- 1 - 2 years of experience in digital content or information management
  - A Bachelor's or Master's degree in Information Science, Journalism, Technical writing or Communications preferred
  - Knowledge of content management concepts and best practices
  - Ability to balance strategic vision and tactical to-dos
  - Fluent in English
  - Detail oriented, self-starter (autonomous)
  - Excellent verbal and written communication skills
  - Strong presentation skills
  - Strong organizational skills
  - Experience working in fast-paced/agile environments

#### Optional, but considered a plus:

- Familiarity with Confluence
- Knowledge of supporting software/tools, e.g. Markdown, or Gliffy
- Experience with leading change management process a plus

Longing to be part of a fun, creative and passionate workplace? We can offer you this and more in an open and friendly environment where you will work with some of the best craftsmen in the industry. Are you up for it? Come aboard for the ride!

#### Your benefits

- Relocation Support: We offer financial support in form of a cash allowance and assistance with accommodation search and settle-in support via our relocation partner, for international candidates we offer visa assistance.
- 26 days paid vacation per year. Additionally, you will get half a day off on Christmas Eve and New Year's Eve and approximately 11 bank holidays in the NRW region.
- Flexible Working Hours: We have core working times between 10:00 AM – 04:00 PM and the distribution of the other hours is up to you.
- Company Pension Scheme. We offer an attractive scheme through salary sacrificing in which the employer also matches contributions
- Up to 350€ childcare support per child per month. In addition, we also offer 5 'care for ill children days' per child per year.
- Discounted Games. We regularly order Ubisoft Games for super cheap prices for our employees.
- Gym Subsidy. We contribute 50% (up to a maximum amount of 25€) towards the monthly cost

of a gym membership of your choice.

- Lunch & Breakfast Service. Enjoy fresh discounted meals each day.
- Monthly Mobility Budget. 80€ per month that can be used on bicycle lease, parking spot rental or public transportation ticket.
- Our Ubisoft Blue Byte Academy offers multiple opportunities for you to discover your full potential and develop yourself in various areas.
- English and German classes for free. Main language in the studio is English.
- Free fresh Fruit, Coffee, Tea and Water. Enjoy fresh fruit and beverages in our office.

We are offering motivating challenges for true team players with a high level of self-initiative. If you are passionate about games and wish to become part of an innovative and diverse game development studio, please apply via our career portal.

Applications should include the earliest starting date and your salary expectations.

For further information, please check [www.bluebyte.de](http://www.bluebyte.de) and [www.ubisoft.com](http://www.ubisoft.com).