Digital Asset Librarian (South of Milwaukee)

Uline

- Milwaukee, WI 53202
Desired: Adobe Creative Suite Management Experience
Digital Asset Librarian
Corporate Headquarters
12575 Uline Drive, Pleasant Prairie, WI 53158

We're looking for the best and brightest to join our Creative department. We're a team of 100+ professionals operating as the company's internal agency servicing clients throughout the entire organization. If you thrive in a fast paced environment and have a roll-up-your-sleeves attitude, Uline is the place for you.

Uline currently has an exciting opportunity for an experienced and motivated individual to join our Creative Team as a Digital Asset Librarian.

The Digital Asset Librarian will oversee the taxonomy, metadata and classification of digital assets to effectively manage the lifecycle of information from creation to publication to archive.

The ideal candidate will possess advanced knowledge of Data Asset Management to effectively collaborate with all areas of the Creative department. Demonstrated organizational, problem solving and communication skills while fostering positive, productive partnerships with internal stakeholders are critical keys to success.

POSITION RESPONSIBILITIES

- Conduct the daily management of the Digital Asset Management (DAM) system.
- Maximize discovery of digital assets by enhancing product and lifestyle images with metadata that follows established guidelines and are consistent with business objectives.
- Manage lifecycle of image assets after creation, including selects and ingestion within MediaBank, Uline's digital asset management system (DAM).
- Generate asset reports and maintain records for the system.
- Maintain accurate system procedures and policies.
- Identify and communicate opportunities for improvement to aid in the overall enrichment of the metadata lifecycle.

MINIMUM REQUIREMENTS

- Bachelor's degree.
- Master's degree in Library and Information Science preferred.
• 1 to 3 years experience in Digital Asset Management or Digital Media Management.
• Mac OS and basic Adobe Creative Cloud skills.
• Extremely organized with relentless attention to detail.
• Excellent verbal and written communication skills.
• Cataloging or metadata management experience preferred.
• Adobe Creative Cloud and MediaBank experience preferred.

THERE’S NO LIMIT TO WHAT YOU CAN ACHIEVE!

We’re growing fast and looking for future leaders and problem-solvers who are ready to grow with us. If you have passion for what you do, then we’ll provide the tools you need for success. Plus, you’ll also receive fantastic benefits and perks that create an outstanding work environment for everyone at Uline.

BENEFITS

• Complete insurance coverage (medical, dental, vision and life), Flexible Spending Account and wellness programs.
• 401(k) with 5% employer match.
• Paid holidays and generous paid time-off.
• Profit sharing plus bonus programs based on annual performance and sales goals.
• Company-paid professional development classes, in-house speaker sessions, workshops, industry seminars and conventions.
• Tuition assistance program that covers professional continuing education courses, books and other fees.
• Scholarship program for children of employees.
• Charitable donation-matching program to support your favorite charity.

EMPLOYEE PERKS

• On-site café with meals and dinner-to-go options prepared by executive chefs.
• First-class fitness center with sauna and complimentary personal trainers.
• In-house salon and spa.
• Over four miles of beautifully maintained walking trails.
• Numerous employee-appreciation events throughout the year.
• Opportunities for community involvement.

ABOUT ULINE

Uline is the leading distributor of shipping, industrial and packaging materials to businesses throughout North America. We’re a family-owned company known for
incredible service and quality products. We offer same-day shipping on over 34,000 products found in our 760-page catalog and on our state-of-the-art e-commerce website.

Our quality products, huge inventory and ongoing expansion fuel our incredible growth. This is a great time to join Uline!

EEO/AA Employer/Vet/Disabled
Uline is a drug-free workplace.