

Taxonomist

Factor is searching for a **Taxonomist** to apply research and taxonomy best practices to the development of information architecture and taxonomy models for our client. The ideal candidate will possess an investigative nature, be extremely detail-oriented, and embrace vigorous research and analysis of complex information structures. This position can be done remotely from anywhere in the continental United States, with a West Coast preference.

This position is a temporary position with a direct conversion path to permanent.

Factor is a leader in Information Strategy. Factor creates information strategies for large organizations using a human-centered, evidence-driven approach. Come be a part of a creative, experienced, and collaborative team.

- Define taxonomy terms based on enterprise standards, taxonomy best practices and stakeholder requirements
- Compare and map taxonomy terms across taxonomies for onboardings, migrations and restructuring efforts
- Monitor JIRA intake queue for taxonomy tickets, respond, escalate to governance committees as needed and perform updates
- Document taxonomy changes and email to distribution lists/IT and respond to mailbox inquiries
- Generate bi-monthly taxonomy snapshots and perform quarterly glossary report updates
- Perform taxonomy health assessments, including term usage, validation of term re-mappings and review of candidate terms from onsite search analysis
- Support taxonomy governance processes and workflows, including engagement with stakeholders about term usage, definitions, and placement
- Understand and work toward the strategic direction of the overall vision for taxonomy and structured data

What the successful Taxonomist will have:

- 4 - 8+ years' experience in taxonomy or ontology development in large enterprises
- Master's Degree in Library Science or Information Management or related work experience
- A solid understanding of the ways taxonomies, ontologies, and other data structures support information management
- Experience working with Synaptica or other commercial taxonomy management tools
- Strong MS Excel skills with a focus on data manipulation, comparison, and assessment (e.g. VLOOKUP, Power Query, Pivot Tables)
- Familiarity with the role of taxonomies in supporting content management, search, and navigation
- Ability to quickly understand complex processes and workflows in Jira, Excel, and other enterprise applications
- Strong verbal/written communication skills, including experience writing term definitions and documenting processes
- Partnering and communicating with team members, clients, and taxonomy stakeholders
- Ability to meet tight deadlines in a fast-paced environment
- Able to prioritize and work independently on varied tasks
- Experience with user research and taxonomy validation tests

Salary Range

\$85,000 to \$100,000 DOE

Factor Firm has outstanding benefits including:

- Medical, Dental and Vision Benefits
- 401k Retirement Plan with company match
- Generous Paid Time Off and Paid Holidays

What to learn more about Factor?

Please visit www.factorfirm.com to learn more!

Factor has partnered with All Things HR, an external HR Consulting Company, to assist with their hiring process. If you would like to be a part of this dynamic company, please submit your resume to jobs@allthings-hr.com.