

Website Administrator

Temporary Contract with the view to Permanent Employment



Competitive rate of pay

Offices – Cressex, High Wycombe

Hours – 8.30am – 5.30pm (sometimes later)

We are a local full service internet marketing company based in High Wycombe. Our core focus is to provide web based services to small and medium enterprises. Customer service is our number one priority. We work within a 20 mile radius of our offices so that if needed we are never far away.

We are now looking for a candidate to join our team but would like to assess your compatibility and competence levels whilst you work on our behalf with a newly acquired client. The successful candidate will need to be enthusiastic with a passion to impress. They will need to be self motivated whilst excited and intrigued by websites and marketing them on the internet. They will need a flexible approach to their new workload and will not be frightened to stay past 5.30 to ensure that they meet deadlines.

Some kind of portfolio / past work would be very helpful for us and advantageous to your application.

The role will include:

- Website updates from creative graphics to data entry
- Creative social media marketing
- Skilful copywriting
- Google Pay Per Click (PPC) Management
- Monthly client meetings

Essential skill set:

- Advanced understanding of the English language, ideally studied at 'A' level
- Good understanding of Microsoft Office; Excel, Word, Powerpoint etc
- Good understanding of Adobe Photoshop
- Motivated with good people skills
- Creative with an eye for detail

Preferred skills:

- Experience with HTML and CSS
- Experience with Joomla, Magento, Drupal & WordPress
- A keen interest and experience with Social Media
- Experience with Adobe Flash