

WEBMASTER

Qualifications

- Graduate of BS Computer Science or IT related course.
- Knowledgeable in Flash, Photoshop, Dreamweaver or equivalent.
- Required to have skills in CSS, HTML & XHTML.
- Preferably proficient in PHP/LAMP, MySQL, HTML, Javascript.
- Preferably with at least 1 year work-related experience
- Specific Wordpress skills to establish and maintain the sites.
- Maintain organic SEO activities, backlinking, article submissions etc.
- Responsible for the implementation of a website.
- Must be proficient in HTML, scripting and interface languages.
- Have experience with more than one type of Web server.
- May be in charge of creating the site and putting it on a separate company's server or setting up one within the company.
- Proficient in English communication skills.
- Team player and can easily understand instructions

Duties and Responsibilities

- Design and develop materials in the website to meet specific communication requirements.
- Conduct daily maintenance and updates on company website and other online postings.
- Perform other duties as may be assigned and mutually agreed with the employer

Rate: Depends upon experience (TBD)

PROJECT RELATED COMPETENCIES SOLUTION DEVELOPMENT AND DELIVERY

- Assists in physical and logical database design.
- Understands technical and functional design requirements.
- Creates prototypes for client engagements.
- Designs, codes, and tests technical solutions.
- Identifies system deficiencies and recommends solutions.

PROJECT EXECUTION

- Assists in enforcement of development deadlines and schedules.
- Understands the necessity of and contributes to coding standards.
- Develops internal and external meeting objectives and agendas.
- Prioritizes multiple tasks effectively.

PROFESSIONAL QUALITIES

- Displays a positive attitude.
- Demonstrates flexibility in day-to-day work.
- Sets high standards of performance for oneself.

TEAMWORK

- Establishes harmonious working relationships with team members.
- Appreciates each team member's contributions and values each individual member.

CLIENT MANAGEMENT

- Values internal and external clients and responds to their needs as they arise.
- Establishes effective working relationship with clients.
- Follows established communication guidelines.
- Uses good judgment in what and how to communicate with clients.

ORGANIZATIONAL RESPONSIBILITIES

PROFESSIONAL DEVELOPMENT

- Understands the professional development process and becomes actively involved by setting challenging goals and meeting them through continuous learning.
- Seeks input from mentors and supervisors.
- Actively applies feedback received to day-to-day work and strives to improve performance.

INTERNAL OPERATIONS

- Accurately completes and submits time and expense reports in a timely manner
- Accurately completes and submits status reports in a timely manner.
- Complies with all company policies and procedures.