

Web Designer/Tech/Administrator Job Requirements:

- Plans site design by clarifying goals; designing functionality in primarily Word Press, Square Space and other Web Based Digital Landscapes including a working knowledge in e-commerce.
- Develops site content and graphics by coordinating with copywriters, graphic artists and Media Professionals; designing images, icons, banners, audio enhancements, etc.
- Provides information by collecting, analyzing, summarizing data and trends.
- Maintains web system and security performance by performing system monitoring and analysis, completing back-ups; maintaining documentation, troubleshooting system hardware, software, designing and running escalating application problems to vendor.
- Updates job knowledge by tracking emerging Internet technologies; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes organization goals by accepting ownership for accomplishing new and different challenging requests ; exploring opportunities to add value to job accomplishments.

Web System Designer/Tech/Administrator Skills and Qualifications:

Word Press, Square Space, Web Savvy Graphic Design, Coding, Planning, Administration, Dependability, Handles Pressure, Teamwork, Learning on the Fly, Verbal Communication, Illustration Tools, Multimedia Content Development etc.