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# Example of Web Admin Job Description

Our innovative and growing company is searching for experienced candidates for the position of web admin. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for web admin

* Ensure new pages are user friendly and link properly with existing pages and that viewers can navigate easily and be linked seamlessly with other relevant web pages
* Coordinate and oversee the editorial and quality assurance process with content creators
* Work with publishers to resolve technical issues related to the proper display of content and to develop automated website features
* Optimize web content for end user performance
* Utilize SEO and SEM analytics to optimize page content, metadata, keywords, and layout
* Ensure all published content complies with corporate information security policies, corporate PR standards, established usability standards, copyright laws, and applicable regulations
* Work with stake holders to maintain existing content and develop new content to promote programs and services
* Assist in the maintenance of security processes and procedures to ensure site security
* Compile, analyze, and report statistics regarding all relevant website matrix
* Partners with IT and content owners to ensure site complies with Web standards and style guidelines

## Qualifications for web admin

* 2+ years’ experience in Healthcare, Pharma, Biotech or High Tech industry preferred
* 3-5 years’ experience in web content management
* Experience with WordPress or other CMS (Content Management Systems)
* Bachelor's degree in Computer Graphics Technology, Educational Technology, Computer Science, or related field
* Three years of web development communications experience
* Experience in back-end web development