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# Example of Web Assistant Job Description

Our growing company is hiring for a web assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for web assistant

* Support the COO office with daily requests
* Revamp our dedicated intranet and conceptualize website design ideas that bring simplicity and user friendliness
* Establish and promote design guidelines, best practices and standard
* Collaborates with Product Management, Sales, Regional Management and Legal teams to ensure accuracy of copy, specifications, legal marks, for all materials produced
* Collaborates with regional sales teams to understand retailer requirements related to digital content to ensure timely launches within the region
* Fulfills responsibilities under ISO 9001 and 14001
* Work with production to communicate system bugs and issues
* Provides administrative and technical support to the Academic Skills Center’s monthly webinar program in Adobe Connect
* Edits and revises content in LibGuides based on input from the Academic Skills Center Associate Director
* Reviews and updates content in the Student Readiness Orientation and e-Guide on a regular basis

## Qualifications for web assistant

* Degree or relevant qualification
* 2 years minimum experience in online publishing environment
* Full-schedule flexibility, inclusive of weekends, holidays, and hours outside typical business operation
* Significant enterprise software development (6+ years of software design and development experience)
* Four year college degree or high school diploma or equivalent plus two (2) years academic library experience
* Experience with Web conferencing technologies