



Example of Web Admin Job Description

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Our company is growing rapidly and is looking to fill the role of web admin. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for web admin

- Support Digital Education commercial strategy to drive visibility and growth
- Create and maintain approved content by leveraging the Web Crescendo content management system and Media Bin system notification process
- Lead Constant Contact HCP Communication development efforts
- Deliver quarterly analytic reporting leveraging Google Analytics, Web Crescendo, Constant Contact, and other educational reporting sources to drive greater visibility and an increased awareness of website performance
- Monitor all hosted websites to ensure uptime and positive user experience
- Assist in development of new features for our reporting system
- Onboard and maintain all client reporting dashboards
- Assist team members in website design and builds
- Active participation in company meetings striving to always improve our culture and product offering
- Developing and maintaining web pages for intranet and extranet websites

Qualifications for web admin

- Bachelor degree in Fine Arts or graphic design or equivalent experience required
- 2 to 3 years experience in web design
- Knowledge of Internet/Intranet, WWW, FTP, HTML, SharePoint, Drupal, JavaScript, social media platforms, standard graphics applications, web-

- Previous experience with a wide range of administrative tasks
- Skilled at planning and arranging domestic and international travel
- Ability to prioritize multiple tasks with minimal guidance and to proactively identify and resolve issues