



Example of Webmaster Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of webmaster. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for webmaster

- Develop, write, and edit instruction manuals, specification data sheets, product catalog, application data sheets, and related technical publications concerned with theory, installation, and operation of products
- Work with and interview Electrical, Mechanical, and Compliance Engineers to create and update technical literature
- Adhere to set standards regarding order, clarity, conciseness, style, and terminology when writing and organizing content
- Perform document layout and desktop publishing and maintain records and files of work and revisions
- Edit, standardize, and make changes to material, prepared by others, to ensure technical accuracy
- Conduct interdepartmental document reviews using the Acrobat Review function or hosting in person meetings
- Coordinate the translation of documents into multiple foreign languages
- Select and recommend photos, drawings, sketches, diagrams, and charts for use in literature
- Serve as the point contact person for implementation and technical issues that may arise with the Marks.com and L'Equipeur
- Partner with our eCommerce technical vendor to proactively resolve issues

Qualifications for webmaster

- Bachelor's Degree in Web Design/Development AND 5+ years experience as

- Experience with a large-scale web site is a plus
- Knowledge of Google Analytics Premium (or similar site analytics tools)
- Knowledge and understanding of websites
- Website localization experience a definite plus