Our innovative and growing company is looking for a website administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for website administrator

- Update product information and content on the website
- Update content managed areas (copy & artwork)
- Manage website configuration & parameters
- Investigate and report any operational/technical issues arising
- Scope and document ongoing website functional projects /improvements
- Test and deploy functional change / Contribute to User Acceptance testing of new requirements and improvements
- Liaise with internal and external stakeholders regarding the day to day management of the website
- Previous experience in a Website Content Management System Manager or Administrator role
- Excellent working knowledge of Adobe Experience Manager tool
- Great good communications skills

Qualifications for website administrator

- Collect User Suggestions and Data and manage/create a robust process of filtering these requests, liaison with management and work with Development team to test and implement approved requests
- Create Business forms for user data collection
- Actively involved in Knowledge Sharing and Training of both internal and external users of the website

- Work on internal wikis and knowledge sharing platforms to enable ease of collaboration between internal employees
- Work on special project requirements such as Document Migration, Trainings etc as they arise