



Example of Website Administrator Job Description

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Our company is looking to fill the role of 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

- Works with the IT trainer to develop and update training plans, materials, and documentation for users
- Updates job knowledge by researching new web technologies and software products
- Manage maintenance and upgrade activities of the Oracle Commerce system
- Closely work with IT during agile project development
- Generate and update website and product content including project management
- Execute and implement elements of the online marketing plan on the E-Shop platform
- Test and deploy functional changes / improvements
- Monitor key performance indicators on the website and develop plans to improve them in collaboration with other team members
- Participate in internal training to understand the functionality of the Content Management System
- Participate in briefing meetings to gather and understand project requirements

Qualifications for website administrator

- Experienced in installing and maintaining web applications and the Drupal platform (preferred) in multiple environments with internal and external

- Manage all internal and external issues via HPS Web Mail Box which serves as the primary point of contact for those using the website
- Perform User Role Management with respect to secured access of users on the website
- Vault Management – a document repository platform based on Sharepoint
- Experience with adaptive & responsive web design techniques
- Establishes Web system by planning and executing the selection, installation, configuration, and testing of server hardware, software, and operating and system management systems