



Example of Website Administrator Job Description

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Our growing company is looking for a website administrator. 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 website administrator

- Collaborate with project resources across other departments to ensure images, text and layouts are aligned with client expectations
- Receive and maintain status of required web content
- Upload images to digital asset manager
- Verify web content in a pre-production and production environments
- Troubleshoot and problem-solve within the CMS to determine how to structure information logically
- Communicate status regarding the completion of loaded web content and outstanding web content to be delivered
- Maintain and update internal wiki with project and content-related documentation
- Understand and adhere to technical best practices and guidelines for content authoring
- Ensure the highest quality of client work
- Create and support a website environment that makes it easy for customers to do business with DEMDACO and that will grow B2B and B2C sales year over year

Qualifications for website administrator

- Able to maintain a TS/SCI Clearance
- Certified at a minimum Information Assurance Management Level II IAW DoD

- Able to communicate effectively (written/verbal), possess strong interpersonal skills, be self-motivated, and be innovative in a fast-paced environment
- Good understanding of the basics of Object Oriented programming is a plus
- Demonstrated proficiency in MYSQL, Oracle, or SQL Server preferred
- Proficient with Internet/browser-based web tools, Microsoft Office suite, primarily Word and Excel