Our growing company is looking to fill the role of website administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for website administrator

- Assist with creation and oversight of website marketing including copy for community, amenity, floorplan pages
- The Reporting Developer performs a critical role responsible for designing the reporting requirements in development and execution of the solution in production
- You will have the opportunity to solve complex problems, design user-friendly interfaces, and optimize processes through automation
- This position offers the chance to improve the speed, efficiency, and reporting capability of IT services
- The Reporting Developer will also play a key role in representing current and future capabilities of supporting ITSM tools, and contributing to long- term strategy tactical activities leading to the continual improvement of the environment to meet objectives
- Solve the tasks and reply to the requests in the first 24h from the received emails/tickets
- Effectively work into projects in time and budget allocated
- Identify, manage and engage outside vendors where needed to support work load and skill requirements
- Monitor performance of consultants and agencies
- Gain in-depth knowledge about the our custom CMS

Qualifications for website administrator

- 3+ years of work experience in E-commerce websites
- Experience with Oracle Commerce or jCatalog would be an asset
- Familiar with data management
- Basic understanding of Google products such as Webmaster Tools & Analytics would be desirable
- Results and customer oriented, great attention to detail and ability to prioritize