



Example of Website Administrator Job Description

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Our innovative and growing company is hiring 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

- Responsible for reviewing and approving portal access requests
- Identify, develop and implement improvements for the portal access request process
- Identify improvement opportunities for the CMS and associated processes and work with the team to implement improvements
- Add new distributors to the list of servers to which the XML file is uploaded
- Review and execute ongoing web support requests and respond to the administrative needs of users
- Define website objectives by analyzing user requirements and system features and functionality
- Work with the IT trainer to develop and update training plans, materials, and documentation for users
- Develop a trusted advisor relationship with business partners, key stakeholders, and executive sponsors to closely align website activities with the business strategy, and realize the full potential of their web solution
- Maintain current job knowledge
- Building and maintaining SharePoint instances

Qualifications for website administrator

- Team-Player mentality acting as part of an international and cross-functional team

- Must achieve passing score with pre-employment assessment
- Bachelor's degree in IS, interactive media design, web development or related field
- Minimum 1 year of professional work experience required