

<b>ORGANISATION:</b>	KEY MULTIMEDIA LTD
<b>ROLE:</b>	<b>JUNIOR WEBSITE DEVELOPER</b>
<b>SALARY</b>	£12K - £14K pa depending on experience
<b>DIRECT REPORT:</b>	MANAGING DIRECTOR
<b>REPORTING STAFF:</b>	None
<b>1. PRIMARY PURPOSE:</b>	
	<ul style="list-style-type: none"> <li>• Responsible for developing client websites and e-Newsletters to W3C standards using XHTML and PHP</li> <li>• Reviewing websites and blogs of potential customers identifying opportunities to enhance their online presence</li> <li>• Create and maintain content for our client websites</li> <li>• Detailed duties may vary from time to time without changing the general character or the level of responsibility entailed.</li> </ul>
<b>KEY TASK</b>	<b>SUPPORT TASKS</b>

<p>1. WEB DEVELOPMENT</p>	<ul style="list-style-type: none"><li>• Develop client websites that are accessible and meet W3C standards using XHTML, PHP and MYSQL</li><li>• Hand code websites and eNewsletters using PHP, XHTML, CSS, JavaScript, SQL, and have an understanding of security techniques.</li><li>• Take into account search engine optimisation, cross-browser, cross-platform issues, and ensure all programming meets Web standards.</li><li>• Take Photoshop PSD files and create W3C valid XHTML website pages and templates.</li><li>• Develop client website using WordPress and other Content Management Systems</li><li>• Opportunities to develop applications for internal projects and other platforms e.g. iPhone</li><li>• You must possess good client care skills, be well organised, show initiative, work to strict deadlines and work effectively under pressure.</li></ul>
<p>2. REVIEW WEBSITES</p>	<ul style="list-style-type: none"><li>• Review existing and new client websites, documenting problem areas, recommendations and areas where clients succeed</li><li>• Spot trends in website development and assist management in identifying online opportunities for clients</li></ul>

3. MAINTAIN WEBSITES	<ul style="list-style-type: none"> <li>• Update and maintain existing client websites with page content and product copy</li> <li>• Present professional and friendly presence online for our company and our clients</li> </ul>
PROJECT MANAGEMENT	<ul style="list-style-type: none"> <li>• Manage website development and updates effectively and in a timely fashion</li> <li>• Ability to work independently and as part of a team</li> <li>• Maintain competency in current skills and to be proactive in identifying future practices and trends within website development</li> <li>• Keep all documentation up to date and in the correct folders on the server at all times</li> <li>• Maintain backup copies of all client work on the server on a weekly basis</li> <li>• Provide management and clients with feedback and formal discussions - highlight problem areas, recommendations and success stories</li> </ul>

<b>2. QUALIFICATIONS AND EXPERIENCE</b>
Be proficient in hand coding PHP, XHTML, CSS, JavaScript, SQL, and have an understanding of security techniques.
Knowledge of XHTML, web development and maintenance
Knowledge and understanding of current website editing and authoring tools such as WordPress and related blog technologies.

Ability to use word processing, blogging and Internet software

Good foundation in search engine optimisation (SEO) - understanding the fundamental techniques of increasing content visibility on search engines

Good communication and interpersonal skills

Able to multitask between constantly changing objectives

Able to work under pressure

### **3. WORKING ENVIRONMENT**

1. The job entails a high degree of reactive responses often at short notice, which often entails the rescheduling of planned activities.
2. By the nature of the job a high degree of web development knowledge is require.
3. In order to conduct our responsibilities, we have full access to client websites and blogs, therefore utmost discretion is required at all times.