

ORGANISATION: KEY MULTIMEDIA LTD

ROLE: WEBSITE DEVELOPER

SALARY: £17-20K pa depending on skills and experience

DIRECT REPORT: MANAGING DIRECTOR

REPORTING STAFF: None

PRIMARY PURPOSE:

- Responsible for developing client websites and e-Newsletters to W3C standards using XHTML and PHP
- Create and maintain content for our client websites
- Implementing Search Engine Optimisation within client websites
- Maintaining Content Management Systems
- Detailed duties may vary from time to time without changing the general character or the level of responsibility entailed.

KEY TASK: WEB DEVELOPMENT

SUPPORT TASKS:-

- Develop client websites that are accessible and meet W3C standards using XHTML, PHP and MYSQL
- Hand code websites and eNewsletters using PHP, XHTML, CSS, JavaScript, SQL, and have an understanding of security techniques.
- Take into account search engine optimisation, cross-browser, cross-platform issues, and ensure all programming meets Web standards.
- Take Photoshop PSD files and create W3C valid XHTML website pages and templates.
- Develop client website using WordPress and other Content Management Systems
- Opportunities to develop applications for internal projects and other platforms e.g. iPhone

- You must possess good client care skills, be well organised, show initiative, work to strict deadlines and work effectively under pressure.

KEY TASK: MAINTAIN WEBSITES

SUPPORT TASKS:-

- Update and maintain existing client websites with page content and product copy
- Present professional and friendly presence online for our company and our clients

KEY TASK: PROJECT MANAGEMENT

SUPPORT TASKS:-

- Manage website development and updates effectively and in a timely fashion
- Ability to work independently and as part of a team
- Maintain competency in current skills and to be proactive in identifying future practices and trends within website development
- Keep all documentation up to date and in the correct folders on the server at all times
- Maintain backup copies of all client work on the server on a weekly basis
- Provide management and clients with feedback and formal discussions - highlight problem areas, recommendations and success stories

QUALIFICATIONS AND EXPERIENCE

- 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

WORKING ENVIRONMENT

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

CONTACT:

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