

Website Manager Job Description Template

We are looking to hire a Website Manager with an analytical mind and a detailed understanding of SEO and PPC. Website Managers are expected to have a meticulous attention to detail, outstanding problem-solving skills, and fantastic writing skills to produce content for company websites. You will provide management with insight into the companies' online standing and continually improve search rankings and traffic on the website using your strong SEO understanding and knowledge.

To ensure success, a Website Manager must display an excellent understanding of CMS and technology infrastructures using CSS, Firewalls, IDS/IPS, Web-Proxy and Security Audits. Top candidates will be comfortable troubleshooting website issues and make constant improvements to the website's user experience.

Key Responsibilities:

- Manage and upgrade the organisation's website
- Identify and fix website issues
- Identify and respond to website security breaches
- Ensure that the companies' websites are fully protected by appropriate security measures
- Remove redundant and / or duplicate information
- Produce and add appropriate website content
- Ensure website quality and efficiency by conducting regular test plans
- Improve the User Experience of the website regularly
- Communicate with management to ensure the website aligns with company strategy and meets company standards
- Create strategies to grow and web traffic
- Ensure company websites fully comply with laws and regulations

Personal Specification:

- Degree in Computer Science, IT or similar field
- Minimum 2 years of work experience in a similar field
- Skilled with HTML, XHTML, CSS, Access, MySQL and JavaScript
- Strong understanding of SEO and PPC
- Excellent written and verbal communication skills
- Strong attention to detail
- Good problem-solving skills
- Excellent content creation and writing skills
- Excellent time management skills