Website managers are IT specialists who help organizations by managing their website. They oversee the functionality of the website, evaluate and manage website performance, facilitate hosting and server management, and develop, maintain and update website content.

Website Manager Job Description

We are looking to hire a website manager with an analytical mind and a detailed understanding of Search Engine Optimization (SEO) and Pay Per Click (PPC). Website managers are expected to have meticulous attention to detail, outstanding problem-solving skills, and fantastic content creation and writing skills.

To ensure success, a website manager must display an excellent understanding of content management systems (CMS) and technology infrastructures using CSS, Firewalls, IDS/IPS, Web-Proxy, and Security Audits. Top candidates will be comfortable troubleshooting the website and constantly improve the User Experience (UX) of the website.

Website Manager Responsibilities:

- Plan, implement, manage, monitor, and upgrade the organization's website.
- Respond to and troubleshoot all website issues.
- Identify and respond to all website security breaches.
- Ensure that the website is protected by enabling the appropriate security measures.
- Update HTML, CSS and JavaScript regularly.
- Conduct content audits to eliminate redundant and/or duplicate information.
- Create appropriate website content aligned with the organization's strategy.
- Ensure website quality and efficiency by conducting regular test plans.
- Improve the User Experience of the website regularly.
- Collaborate with all staff and management to ensure that the website aligns with brand strategy and meets the organization's standards.
- Create strategies to grow subscriber base and web traffic metrics.
- Ensure full compliance on the website with all laws and regulations.
- Keep up-to-date with industry best practices and monitor competitor websites.

Website Manager Requirements:

- A degree in computer science, IT, systems engineering, or related qualification.
- 2 years of work experience as a website manager.
- Expert knowledge of Macromedia suite, Adobe suite, Content Management Systems, and W3C Web standards.
- Highly proficient in HTML, XHTML, CSS design, cross-browser and cross-platform compatibility, firewalls (functionality and maintenance), Access, mySQL and JavaScript.
- Great understanding of Search Engine Optimization (SEO) and Paid Per Click (PPC).
- Ability to troubleshoot website issues in a fast-paced environment.
- Strong attention to detail with an analytical mind and outstanding problem-solving skills.
- Excellent content creation and writing skills.
- Fantastic time management skills with the ability to multi-task.