

Web Content // Administrator

Are you a fast learner who loves to be involved in the rapidly evolving digital landscape? Are you looking for a full-time position with regular hours? Then you will fit right in with the team at Click Creative, located in the creative hub of Collingwood.

We are looking to expand our team, specifically, we are looking for a proactive candidate who is comfortable working from both home and our Studio. Ideally, you will have a qualification or experience in a related field and be both ready and willing to learn more about website operation processes. Your duties will include:

- Formatting content to meet the various branding requirements of our clients
- Importing content to website CMS platforms (primarily WordPress and Squiz Matrix)
- Formatting and managing design elements within various CMS platforms
- Maintain a positive working relationship with our stakeholders and clients.

What we can offer?

We believe in hands-on experience and in training our team by learning through each other's experience, there is formal training as well – but it all starts with a fireside chat about the areas you want to develop your skills.

We also offer a competitive salary and more importantly, some of the best coffee recommendations for our local area.

What do you bring to the table?

While we want a fast learner first and foremost, having a little knowledge under your belt will help your application stand out from the rest. Some of the skills we are looking for include:

- CMS experience (WordPress and Squiz Matrix preferred, but not essential)
- Relevant work experience
- Marketing/ Communications diploma/degree
- Experience with Microsoft teams or similar IM applications
- Computer literacy skills
- A friendly 'can-do' attitude.

If you think you are a good fit, send us your CV and a brief cover letter outlining why you believe you would be a valuable member of our team.

To apply for this exciting role in a leading creative digital agency, address your application to our Creative Director, Darryn Thomas and complete our online application form.

[Recruiters please note, we appreciate your support when needed, but we are not using outsourcing partners for this role - thank you!]