

Web and Content Administrator Job ad 201014

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WEBSITE DOWNLOAD FULL VERSION

Web and Content Administrator

Are you a fast learner who loves to be involved in an evolving digital landscape? Are you looking for a part 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 to start this role working from home before transitioning back to Studio life once lockdown is over.

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 a website CMS (primarily Squiz Matrix and WordPress)
- Formatting 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 in.

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

What you can offer?

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

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

To apply for this exciting role in a leading, creative digital agency, address your application to our Creative Director, Darryn Thomas & 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!]