



Website Editor

Location: Local or Remote

Time Duration: Temporary or Long Term

Job Description

Job Summary: Responsible for day-to-day site design and creation, including performance issues such as speed of access, and for approving the content of the site.

List of key responsibilities

- Translating a client's marketing or informational content into a functional website.
- Mapping or outlining a website's structural content.
- Creating or editing images and graphics for website use.
- Creating templates of approved website layout.
- Coding website using HTML, or GUI design software.
- Creating verbal content for the website or using approved content from the client.
- Integrating verbal content with site design for final product.
- Posting completed site to Internet server using FTP software.
- Submitting completed site to search engines
- Must be familiar with Joomla!

ERACE

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