Webmaster Job Description

WEBMASTER RESPONSIBILITIES INCLUDE:

- Testing websites across browsers, operating systems and devices
- Monitoring online traffic and conversions
- Ensuring functionality and efficiency of sites and web servers

JOB BRIEF

We are looking for a Webmaster to maintain websites and servers to meet user needs. You will be responsible for making sites easy to use, attractive and secure.

In this role, you should be detailed-oriented and an excellent communicator. Balancing a creative eye with an analytical mind is essential. If you also have a strong technical background, we'd like to meet you.

Ultimately, you will ensure the functionality and efficiency of web infrastructure.

RESPONSIBILITIES

- Build functional and easy-to-use websites
- Test websites across browsers, operating systems and devices
- Maintain, configure and troubleshoot servers
- Ensure site security by setting up firewalls and login pages
- Optimize loading speeds and capacity
- Debug pages and fix broken links or images
- Update website content and review SEO
- Monitor and analyze site performance (e.g traffic, conversions)
- Address user complaints

REQUIREMENTS

- Proven experience as a Webmaster or Web Developer
- Knowledge of web analytics and SEO
- Familiarity with web standards
- Working knowledge of website management tools
- Proficient in HTML/CSS, XML; knowledge of SQL and Javascript is preferred

- Strong troubleshooting and analytical abilities
- Excellent communication and teamwork skills
- Ability to generate creative ideas
- Attention to detail and outstanding organizational skills
- BSc/BA in Computer Science, Design or a related field is preferred

SOURCE: https://resources.workable.com/webmaster-job-description