

Webmaster Job Description template

Webmaster Job Description Template/Brief

We are searching for a Webmaster to manage websites and servers to satisfy the demands of our users. You will be in charge of building user-friendly, appealing, and secure sites.

We want to meet you if you also have an excellent technical background. It would be best to be detail-oriented and a good communicator for this position. It is critical to balance a creative vision with an analytical intellect.

Webmaster Job Profile

A Webmaster, often known as a Website Administrator, is in charge of an organization's websites and servers. Working closely with web specialists to create or update websites, repair website faults, develop a reaction plan for down servers, and perform tests to ensure designs or upgrades function effectively are among their responsibilities.

WebMasters are responsible for a variety of website upkeep tasks. A Webmaster, for example, will ensure that web servers are operational and that software and hardware are set to minimize downtime in the case of a breakdown. Webmasters also advise customers and businesses on dealing with peak traffic periods.

Reports To

- CTO

Webmaster Responsibilities

- Act as the main point of contact for all areas of the organization's website
- Create and manage online and intranet portals, forms, and structures that meet the demands of the company
- Create, deploy, and support e-commerce applications in partnership with the organization's retail operations, sales, marketing, and other departments
- Encourage and support uniform, innovative, and cohesive web design across all web properties of the company
- Gather and evaluate web analytics and other related data to discover possibilities to increase search engine optimization (SEO), time on site, online traffic, and other relevant metrics
- Keep track of and document ownership of the company's internet names
- Assist employees in using corporate websites by providing one-on-one assistance, user manuals, and training sessions
- Ensures adherence to corporate policies, processes, and ethical standards, as well as software licences and applicable state and federal laws and regulations, such as data security, privacy, and intellectual property legislation
- Keeps up to date on best practices and upcoming advancements in web design, web development, and technology
- Assists with other related responsibilities as assigned

Webmaster Requirements & Skills

- A bachelor's degree in computer science, information technology, or engineering
- Teamwork abilities
- Capable of producing results under duress and dealing with harsh conditions
- Knowledge of graphics and experience with software programming
- Knowledge of HTML, CSS, PHP, and Javascript
- Imagination and creativity
- Versatile and keen to acquire new skills
- Outstanding communication abilities
- Understanding of international web protocols and standards
- A sense of ownership and pride in your performance and its influence on the success of the firm
- Ability to think critically and solve problems
- Excellent time management abilities
- Outstanding interpersonal and communication abilities
- Website promotion experience
- Prior experience with a large-scale website is preferred
- Expertise in Google Analytics Premium (or similar site analytics tools)
- Website knowledge and comprehension