



Description: Web Site Maintenance / social media

Web Site Maintenance /Social Media / IT / Software Job Purpose: Update WordPress website pages, Start Woo Commerce Pages, install proprietary database software for office task management.

Web Site Designer Job Duties:

- Maintain current website by updating content, pages, photo galleries, news updates, link to social media platforms.
- SEO
- Develop business plan for implementing Woo Commerce online sales
- Plan and implement pages for Woo Commerce
- Develop site navigation by categorizing content, funneling traffic through content.
- Plans site design by clarifying goals; designing functionality.
- Develop and improve website using past and current observations / recommendations
- Work with offsite programmer to install and debug ANZE proprietary data base Software
- Maintain MS Office 365

Skills/Qualifications:

- Wordpress,
- Woo Commerce
- Web Graphic Design
- Instagram, FB,
- Web Savvy,
- Planning
- Organization Skills
- Teamwork
- Graphic Arts – Multimedia Content development - Adobe Suite
- Other IT / Network Skills
- MS Office 365

Regards,

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