

**JAZ Job Description****Web/Digital Coordinator**

<b>POSITION TITLE:</b>	Web/Digital Coordinator
<b>REPORTS DIRECTLY TO:</b>	Managing Director
<b>OVERALL ROLE:</b>	To manage all aspects of the web & online platforms providing guidance and direction on how the company can become and innovator and leader In the digital space.

**Company Intent:**

- To Amaze

**Core Values:**

- Excellence  
*Continually improving what we do*
- Integrity  
*Doing the right thing when you know you can do the wrong thing and get away with it*
- Respect  
*Treat others as you would like to be treated*

**Key Role/s:**

- Research and Development of digital/web opportunities
- Lead generation and conversion through the web
- Web production
- Client liaison and support

**Key Working Relationships:**

<b>Staff Member</b>	<b>Purpose</b>
<b>Managing Director</b>	Liaison and support on a daily basis to manage all things relating to the web and the production of web and online projects ensuring the company achieves its objectives
<b>Studio Manager</b>	Liaison on a daily basis to achieve efficient work practices and to meet the production demands of the studio

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# Web/Digital Coordinator

## BUSINESS OPERATIONS FUNCTIONS

Function	Tasks	Key Performance Indicators	Reference
Operations management	Manage personal workflow	Ensure efficient work practices, keeping diary system up to date and meeting deadlines	
	Adhere to policy and procedures	Ensure all work practices are carried out in accordance with policy and procedures	
Client relationships	Respond to new client enquiries	Handle all new enquirers relating to the web including quoting and preparing proposals	
	Respond to existing client enquiries	Handle technical enquiries and provide over the phone support for web related issues, web hosting, and CMS assistance	
	Conduct training sessions	Train clients on the use of WordPress CMS and or backend end systems and web applications developed	
Product Design & Delivery	Obtain Brief	Ensure a concise brief is obtained from client and all relevant material for job is obtained	
	Project management of job	Manage all aspects of job including client contact, follow up on quotes and materials, and liaise with any suppliers or third parties	
	Prepare production schedule as required	Prepare a production schedule and obtain client written approval	
	Produce Job	Ensure all facets of the job are completed to the highest standard	
	Liaise with relevant suppliers	Manage outside suppliers such as applicable to ensure work is completed accurately and within agreed time	
	Obtain various sign offs from client in line with policy & procedures	Ensure client sign off is obtained on each step of the production process	
	Check final product/quality control	Ensure the final product meets quality control standards before being sent to the client	
	Prepare job for invoicing	Make sure all relevant paper work is filed and prepared for invoicing	
	Archive job	Make sure folder is cleaned up and ready to be archived	
	Client follow up	Follow up with client after each job to ensure they are completely happy and satisfied	
Oversee Website Production	Slicing website design files	Ensure that graphics are sliced into the various elements ready for construction	
	Building website HTML files based on provided design	Manage the building of website using a CSS framework in accordance with the design provided. Ensure all code is well-formatted written to comply with current web standards	
	Constructing CSS file based on design requirements	Ensure the CSS is minimal, well-formatted and written with fall-back styles for older browsers	
	Build website with responsive code for hand-held devices	Ensure website layouts including menus, buttons, images and tables resize correctly for optimum viewing on hand-held devices	
	Addition of website content	Propagate the website with content accurately in accordance with style guidelines. Includes adding forms, image carousels, news feeds etc.	
	Testing of website functionality	Ensure website works across various browsers and hand-held devices, and all links are correctly working	
	Publishing of website	Make website live and check to ensure all is working	

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<b>Oversee Website Production cont.</b>	EDM – specifically MailChimp	Ability to create account, add required setting and set up basic eNewsletter template for easy editing by client. Add and manage subscribers. Create form on client's website to subscribe directly to MailChimp mailing list.	
<b>Programming</b>	Set up of files into chosen CMS	Integrate CMS into website ensuring all key content is easily accessible and editable by the client	
	Wordpress CMS plugins	Source and add required plugins. Manipulate third-party plugins for client / design requirements without impacting future third-party updates	
	Wordpress functions	Create basic functions to perform tasks otherwise not available in out-of-the-box Wordpress	
	Online training through Moodle	Set up and customise Moodle for online courses and manage the ongoing updates and development	
	PHPMyAdmin updates	Basic understanding of relational databases and ability to add, manipulate, and export table data	
	MySQL queries	Ability to run basic queries and extract necessary data from the database	
	Google Analytics	Set up of account and addition of Google Analytics code to websites without using a third-party plugin	
	CakePHP	Ability to manipulate and perform basic tasks with CakePHP code. Utilize	
	jQuery coding	Competent in writing / manipulating code for performing various functions in jQuery including form validation	
	GitHub version control	Ability to commit, push and pull code changes to maintain revision control.	

**JAZ Job Description****Web/Digital Coordinator****Key Measurement of Success:**

- Production work is carried out efficiently, accurately and profitably
- Programming and code is of a high calibre
- Quick response to system and client issues
- Effective and efficient work flow systems are maintained
- Client relationship opportunities are identified and developed
- Company is a leader in the digital field

**Authority Levels**

<b>Server</b>	<ul style="list-style-type: none"> <li>• Modification of selected files on web servers.</li> </ul>
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**Personal Qualities and Competencies**

<b>Skills - required</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in website development in             <ol style="list-style-type: none"> <li>1. HTML5, CSS3, LESS/SASS, JQuery (responsive frameworks)</li> <li>2. PHP (intermediate)</li> <li>3. Basic MySQL</li> <li>4. WordPress and WooCommerce</li> </ol> </li> <li>• Experience Using             <ol style="list-style-type: none"> <li>1. PHPMysqlAdmin</li> <li>2. Adobe CS</li> <li>3. Mail Chimp</li> </ol> </li> <li>• High level interpersonal skills</li> <li>• Analytical skills</li> <li>• High level of written and verbal communication skills</li> </ul>
<b>Skills - desirable</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in development using             <ol style="list-style-type: none"> <li>1. Moodle</li> <li>2. CPanel / WHM administration tools</li> <li>3. eCommerce</li> <li>4. GitHub</li> </ol> </li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to problem solve and think laterally</li> <li>• Scheduling and implementation skills</li> <li>• Willingness to continually learn and develop expertise</li> <li>• Preparedness to work with others sharing knowledge and expertise</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Determination</li> <li>• Quality orientation</li> <li>• Self motivation</li> <li>• Organisational skills</li> <li>• Leadership skills</li> <li>• Drive and ambition</li> <li>• Proactive thinking and forward planning</li> </ul>