

Data Entry/Junior Web Developer

SUMMARY

- Part-time (20-30 hours) a week with the possibility to grow to 40 hours and Full-Time status.
- We are seeking an individual who has a passion for web development, possesses a curiosity to learn more, and a willingness to get the job done for a position as a Data Entry/Junior Web Developer

RESPONSIBILITIES

- Data Entry of e-commerce security products
 - Image creation with multiple views & image sizes of each product
 - Assists in asset management (Original Photos, Spreadsheets, Price Lists, PDFs, videos, etc.)
 - Reviews all work for errors/omissions
 - Makes all requested changes/corrections promptly and correctly
 - Reports to Director of Marketing
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QUALIFICATIONS

- Exceptional organizational and time management skills
- Ability to complete projects quickly and effectively while maintaining a high level of quality and attention to detail
- Basic knowledge of Adobe Photoshop / Illustrator (capable of converting PSD's to pixel perfect HTML / CSS)
- Must be able to read/write/understand basic HTML/JavaScript/CSS
- Ability to hand-code emails and landing pages using W3C standards-compliant HTML and CSS
- Microsoft Office (Excel, Word)
- Willingness to take direction and collaborate with creative teams to accomplish team's vision
- Positive Attitude
- Phone and face to face customer service
- Experience with Netsuite CRM is a plus, but not required
- Basic knowledge of SEO is a plus, but not required

No recruiters please. To be considered for this position, submit resume to marketing@jobrien.com