



CITY CAVE™
FLOAT & WELLNESS CENTRE



Digital Coordinator

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 \$59,000 - \$80,000

 Brisbane QLD

 Digital & Search Marketing (Marketing & Communications)

 Full time

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Posted 10d ago

About the Role

We are looking for a motivated and detail-oriented **Digital Coordinator** to support our technology operations and website management. This role is ideal for someone who enjoys problem-solving, coordinating technology-related projects, and ensuring our website remains functional, up-to-date, and user-friendly. The IT & Website Coordinator will assist in maintaining our internal systems, coordinating technology improvements, and acting as a point of contact for website updates and technical support.

Key Responsibilities

Website Coordination & Maintenance

Manage and update website content, ensuring accuracy, consistency, and alignment with brand guidelines.

Liaise with internal teams and external vendors to implement website changes and resolve technical issues.

Monitor website performance, identify issues, and work on solutions to improve user experience.

Ensure website security, updates, and compliance with best practices.

Assist in the development of new website features and integrations.

IT Support & Coordination

Act as a key point of contact for basic IT troubleshooting and system-related queries.

Coordinate with IT vendors and service providers to resolve technical issues efficiently.

Maintain documentation of IT systems, processes, and common troubleshooting steps.

Support onboarding of new team members by ensuring they have the necessary IT tools and access.

Technology Needs & Project Coordination

Assist in gathering technology requirements from internal teams and documenting business needs.

Work with stakeholders to scope potential technology improvements and ensure alignment with business objectives.

Support User Acceptance Testing (UAT) by coordinating testing efforts, documenting issues, and liaising with technical teams.

Assist in the evaluation and implementation of new digital tools and platforms.

Key Skills & Qualifications

Strong organisational skills with the ability to manage multiple tasks and deadlines.

Basic understanding of website management, content management systems (CMS), and website troubleshooting.

Qualifications in IT / Digital management or familiarity with digital systems management, and the ability to learn new technologies quickly.

Strong communication skills, with the ability to liaise between non-technical and technical stakeholders.

Problem-solving mindset with attention to detail.

Ability to work both independently and collaboratively in a team environment.

Preferred Qualifications (Not Essential, But a Bonus!)

Experience with website management tools (e.g., WordPress, Shopify, or similar platforms).

Basic knowledge of HTML, CSS, or website analytics tools, BI tools and CRM platforms.

Previous experience in IT support, digital coordination, or project assistance.

Exposure to the Health & Wellness or franchising industries is a plus.

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Employer questions

Your application will include the following questions:

Do you have technical support experience?

Which of the following statements best describes your right to work in Australia?

What's your expected annual base salary?

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SEEK acknowledges the Traditional Custodians of the lands on which it operates its online employment marketplace. The gum leaf represents a symbol of welcome and it acknowledges the diverse countries, environments and communities.

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