TME1- WSM- The Roles and Characteristics of a Webmaster

October 23, 2018

The Source

Company Description

The source is a canadian company, a place that provides its customers with top technical brands and latest technology. We aim to offer best services like personalized customer service, new innovative ideas, online technical support and to simplify complex technologies. The source is an organization which has other technical providers working together towards providing telecommunication and latest gadgets to people. We have provided excellent customer service since 40 years of our arrival in Canada. Our stores are located in various other parts of the country, they are fast-paced, busy and well-organised ambience provided for those who work here. As a proud Canadian Company, we have recognized the diversity of people who spend time at our stores, either working or browsing our products. The staff being our customer representatives, sales associates, visual engineers, a manager and other developers, come together to provide some of their best skills to help anyone who enters the store. We are simply a place where you would say ?I want everything? as soon as you would enter the store. Apart from working each day, we have an environment of inclusion that is to support the success of all the workers through ample of opportunities to grow in this company.[a rel="nofollow" href="https://www.thesource.ca/en-ca/about][https://www.thesource.ca/en-ca/about]

Position Summary: We seek for an ambitious person who can handle and manage our website. A person should have good interpersonal skills and ability to get along with different clients, co-workers and rest of the team. We are 12 as a team and looking for someone with good skills to get along the road with us and help us maintain the quality of work just like other employees. We would like to have somebody who can work in a fast paced environment. We would love to maintain the brand of our company and continue to serve the best to our online customers and clients.

Roles and Responsibilities:

- Maintain our business website, update new product information, add or change or remove contact informations as per company?s requirements.

- Troubleshoot any problem that arises while operating our website.

- Manage online traffic for our website.

- Debug any issues related to our services that are provided.

- Test our website for different browsers, and other platforms being used for viewing the website.

- Must have the required knowledge of our products and their functionality.

- Skilled for working on Microsoft Office softwares, good research capabilities.

- Maintain a responsive design of website, make updates and changes as needed for the website and the technologies we sell.

- Must have good knowledge of website development, software architecture and management and latest gadgets that are being launched.

- Must have good understanding of different languages like, java, Php, C++, python.

- Must possess good knowledge of Web-Servers and their maintenance.

Skills and Qualifications:

- 2+ of previous experience in HTML, CSS, Javascript and PHP coding.

- Bachelor?s of Computing Science degree is required.

- Extensive knowledge of client side programming languages.

- Formal education in web design/content management.

- Proven leadership and communication abilities.

- Previous experience in casino companies is a plus.

- Good knowledge of servers and their working.

Basic troubleshooting skills.

- Knowledge of windows 7, 8, 8.1, 10.

- Basic printer and other hardware troubleshooting skills are an asset.

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Position Summary: The employee will be responsible for the full development of our website including the managing and protecting our team?s machines. The role will include some part of maintaining our servers as well. The main role will be monitoring site and traffic including generating reports for the management to control and manage incoming traffic. Help the company with new and innovative ideas to maintain the brand and current efficiency. Some part of the development process will be there. It is a position which includes travel as well. If we have to visit our client as an individual or as a team, we should be able to do that at any time. So please have a travel document(Passport) and there can be some meetings in US. We will help you with the Visa processing as required. This role in a whole is a package for new webmasters who would like to maintain the company?s standard by travelling and working at the same time.

The website should be fully prone to web attacks and other viruses. There should be no danger to the company and their brand. You will be responsible for building and maintaining our website and their should be no compromises in the security. You will also be responsible in bringing and trying new and innovative ideas. Our team is always open to try new things.

Roles and Responsibilities

- Support the team on security/controls and risk management solution development and system integration for different Clients

- Support the team in development of website and maintain the brand for our Deloitte.

- Travel when required for meeting the clients or on-call meetings.

- Identify new risks and controls within business and IT processes for various activities

- Perform security related technical writing, based activities on and assessment projects

- Assist a team with the development of security strategies, policies and standards for our website.

- Researching and resolve complex issues and develop innovative solutions for clients

- Full training for ACTT Deloitte?s Proprietary tool and conducted workshops on generating reports for our Client.

Skills and Qualifications:

- 5+ years of experience in HTML5, CSS, PHP, Python, Java coding.

- Bachelor?s Degree in Computing Science, Applied Science.

- Other Cisco or Networking or Programming certification will be an assest.

- Meeting minutes and other business processing knowlege.

- Knowledge of Microsoft Office, Windows 7,8, 8.1 & Windows 10.

- Knowledge of making secured and protected website by using latest technologies and tools.

- Knowledge of web servers and their working.

- Ability to work with the client when needed according to the client time zone.

Other References:

i) https://resources.workable.com/webmaster-job-description

ii) https://www.indeed.com/q-Webmaster-jobs.html

iii) a rel="nofollow" href="https://www.thesource.ca/en-ca/about][[https://www.youtube.com/user/TheSourceCA]

iv) https://www2.deloitte.com/ca/en/pages/about-deloitte/articles/about-deloitte-canada.html