

WordPress Website Manager

Location: Remote - (EDT time zone)

Job Type: Permanent (Full-time)

Salary: \$1800-2000/ Month

Degree Required: No

Company Overview:

Our client PMP (Post Market Publishing) is a premier digital publishing partner, offering high-quality online content across diverse niches. Their curated articles engage and enlighten readers, covering everything from tech trends to wellness insights. With a dedicated team of writers and editors, they ensure top-notch content that captivates audiences. At PMP, innovation is key, as they leverage cutting-edge tools to enhance the digital reading experience.

Job Scope:

We're in search of a skilled and committed WordPress Website Manager, tasked not just with overseeing the development and modification of PMP's websites, but also with managing a diverse range of responsibilities. As a vital member of the team, you'll be instrumental in ensuring the quality and performance of our online platforms. Your proficiency in WordPress and website builders, coupled with robust project management and communication skills, will be highly valued. Additionally, you'll be involved in tasks such as analyzing metrics, conducting keyword research, creating visuals, refining website designs, collaborating with the sales team, and coordinating with finance. Collectively, these duties align with PMP's mission of delivering engaging and informative content to our audience.

Responsibilities:

- Oversee the development and modification of websites using WordPress with knowledge of Elementor, Divi, Customizer, or WordPress Bakery Builder.
- Conduct regular quality checks on websites to identify and resolve errors promptly.
- Utilize Google Analytics and Google Search Console to analyze website performance metrics such as domain rating, traffic, and user behavior.
- Maintain meticulous records and task management through Google Sheets.

- Utilize project management skills to plan, organize, and oversee tasks, including resource allocation and timeline management.
- Communicate effectively with team members, actively listening to feedback and addressing concerns in a timely manner.
- Demonstrate strong leadership skills by delegating tasks effectively and fostering a positive work environment.
- Act as a problem-solving resource, quickly identifying errors and implementing solutions to improve business processes.
- Demonstrate excellent time management skills, ensuring tasks are completed within specified deadlines.

Qualifications:

- From 3- 4 years of proven experience in the same field.
- Proficient in WordPress development and familiar with website builders such as Elementor, Divi, Customizer, and WordPress Bakery Builder.
- Thorough knowledge of Google Analytics, Google Search Console, and website performance metrics.
- Strong proficiency in Google Sheets for task management and record-keeping.
- Demonstrated leadership ability with a track record of motivating and leading teams to achieve goals.
- Excellent problem-solving skills and critical thinking ability.
- Proven project management experience, including planning, organizing, and overseeing tasks.
- Outstanding communication skills, both verbal and written.
- Exceptional time management skills with the ability to prioritize tasks effectively.

Preferred but not a must to have:

- Previous experience in a similar role managing website development teams.
- Certification in WordPress development or project management.
- Familiarity with SEO best practices and website optimization techniques.

Benefits:

- Competitive salary based on experience.
- Flexible work hours.

- Remote work opportunity.
- Opportunity for professional development and growth within the company.

Additional information:

The work schedule will be within the EDT time zone, operating from Sunday to Thursday or Tuesday to Saturday.