

Web Content Administrator

We're looking for a Web Content Administrator to join our growing agency.

Denfield is a full-service, award-winning advertising agency who are on the quest to find a talented, self-motivated, enthusiastic, and hardworking Web Content Administrator to join this truly unique, creative and fast-moving company. The office has a buzzy, constantly evolving and positive atmosphere with a close knit and caring network. Candidates must be able to communicate effectively, have a fair understanding of HTML and CSS. Marketing knowledge is desirable but not essential.

You will be working closely with several departments to develop and support our growing catalogue of clients and services. If you love anything web related and are passionate about making sure that the very best is achieved from the websites for user experience and for the business, then we would love to hear from you.

About the role:

Assisting with the upkeep of multiple websites using content management systems (CMS) such as Shopify, WordPress and our own bespoke CMG.

Essential Skills/Responsibilities:

- High level of attention to detail
- Deliver quality and accurate work to tight deadlines
- Excellent time management and organisational skills
- Maintaining websites and ensuring the content is accurate, consistent and up to date
- Managing eCommerce products
- Sourcing and updating imagery and artwork
- Reviewing client/customer feedback
- Website testing and evaluation
- Able to multitask and prioritise work schedules
- Able to follow style guidelines and client briefs
- Preparing email campaigns using HTML and a variety of Adobe programmes (InDesign, Photoshop, Fireworks & Dreamweaver)
- Ability to build close-working relationships with immediate team and wider company.
- Great communications skills
- Confident telephone manner
- Ability to be flexible in an ever-changing environment
- A fast learner and analytical thinker
- Strong verbal and written communication skills
- Have work experience in an eCommerce environment and a keen interest in online retail/eCommerce systems.

Benefits:

- Hybrid working model – because life isn't rigid, we're not either
- Opportunities to attend the best industry conference events each year
- Wellbeing assistance
- Regular socials and a monthly "Friday Feeling"!
- Free fruit and snacks
- Free drinks (alcohol and alcohol-free) from the Denfield Arms "yes we have our own on-site pub!!"



This is an exciting opportunity to grow within a fast-paced agency.

Please send a CV and cover letter to: hr@denfield.co.uk

