

GRADUATE CONSULTING GROUP

MELBOURNE



Bridge Communities. Create Networks. Deliver Results.

Position Profile

Position Title: Web Developer	Date Evaluated
Supervisor/ Manager Title: Head of Marketing	1 Mar 2011
Business Unit: Marketing	

1. Position Purpose

To support the Head of Marketing to anticipate and cater for the direction of the Graduate Consulting Group.

2. Key Accountabilities (Output/Results)

The Web developer will develop and maintain after the websites and web-related database systems of the company.

- The Web developer will be working with the Marketing team together from project briefs based on the organisations requirements.

3. Key Duties

- To design and develop websites ensuring strong functionality.
- Assisting in brand building, targeting the right audience community and ability to generate the good web traffic.
- Monitor site technical performance
- Working on programming and debugging.
- Code web pages utilizing html, css, php.
- Developing various database systems using MySQL.

- Analyze, review and modify web systems by designing, maintaining, documenting, testing, developing and monitoring.

4. Key Relationships

- Report to Head of Marketing
- Work closely with IT support and Advisory Board Members to exact the direction of the project.
- Meet with Marketing Officers and Graphic Designer to fulfill Marketing objectives.
- Required to initiate and maintain relationships with external stakeholders.

5. Role Expectations

- An average of nine hours per week is required and is subject to variability.

The incumbent is expected to produce consistent, high-quality and professional marketing materials.

6. Desired Criteria

- Capable of programming with minimal supervision.
 - The ability to communicate technical issues with non-technical personnel.
 - Excellent analytical and trouble-shooting skills.
 - Ability to multitask and strong time management and organizational skills
 - Proven ability to meet deadlines
 - Strong interpersonal and sales skills
 - Succinct writing and communication skills.
 - Highly motivated and driven.
 - A team player.
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