EKC Web Administrator

Direct Report to EKC's Committee and dotted-line report to ECOT's Committee and Advisors

The role and key responsibilities:

We are seeking a creative and enthusiastic Web Administrator who will be responsible for uploading and managing related informative content on ECOT Knowledge Center's Page (EKC's Page) (linkage to ECOT's websites. Attention to details and productivity are keys that will help drive the performance and efficiency of EKC's Page. This position requires a self-motivated, positive, service-orientated individual.

Duties and responsibilities:

- Regular update EKC' Page in each content (Youtube, TV Program, HR Tips, Edutainment, Recruitment, Capacity Building, HR Knowledge Center, Q&A and HR Databank and related content.)
- Manage banners, images, promotions, display on the websites (Able to use Photoshop is a plus)
- Update Content managed areas (copy & artwork)
- Manage website configuration & parameters (eg. payment options, activate and inactivate products of EKC)
- Liaise with internal resources regarding the day to day management of the website and ECOT Web Master
- Liaise with agencies or in-house teams to implement and support campaigns

Capabilities:

- Bachelor degree or relevant degree in related field
- At least 1 year of working experience e-commerce business or website (included working as Student Trainee)
- Able to produce Story Board, Scrip, Webcam for production house.
- Experience in website, YouTube, TikTok, Twitter , Facebook or any Social Medias
- Experience of Magento is a plus
- Strong MS Excel skills (vlookup and other queries is a must)
- Computer literate and understanding of basic web technologies (FTP, browsers, basic HTML, data files)
- Familiar with data management tools and analysis
- Adobe Illustrator suite knowledge is a plus.
- Good English Proficiency in writing and speaking
- Able to work in a growing fast paced under tight-timeline
- Strong communication and interpersonal skills

To apply for this role, please submit your resume with expected base salary to Bavornsakk2015@gmail.com

We thank to all interested applicants, but only shortlisted candidates will be contacted for an interview.