

**Position:** Junior Web Administrator

**Employer:** Decision Today Limited – operating as [www.decision2day.com](http://www.decision2day.com)

Decision2day is an Online Home Improvement Network, offering a range of services to the consumer. The site is packed with information, help and advice on all home improvement issues and offers qualified and star rated trades people, online tool and equipment hire and materials. This young, vibrant business is expanding throughout the UK and has great plans for the future.

**Job Details:**

This is a great opportunity for an enthusiastic individual to work alongside our main website developer, maintaining our high standards throughout. The position includes updating website content, assisting with Search Engine Optimisation and Google Adword Campaigns. The applicant must have a good knowledge of HTML, CSS and Photoshop, but training will be provided.

**Key Responsibilities:**

- Working closely with the main company web developer.
- Constant overview of the website, maintaining usability and up to date information as directed by the main company web developer.
- Development of new marketing campaigns in conjunction with business requirements.
- Management and monitoring of natural and paid search campaigns.
- Reporting on the performance of all the online marketing channels and strategic partners.
- Development of an online community.
- Promote and expand our National Tool Hire Division through appropriate marketing campaigns.
- Provide regular updates and progress reports each fortnight.

**Skills and Attributes required:**

- Experience in PPC and SEO usability a must.
- Good knowledge of HTML / CSS & Photoshop.
- Working knowledge of PHP / ASP and Javascript.
- Word press / Joomla experience would be an advantage.
- A clear understanding of google analytics and reports.
- Analyse network traffic.
- Design Experience an advantage.
- Knowledge of eCRM and affiliate marketing.
- Confidence to express new ideas.
- Ability to understand the target market of a product and tailor your solutions accordingly.

This position may suit a recent graduate or college leaver and is based at our South Yorkshire Administration Office currently located in Barnsley. You will be working alongside a very enthusiastic team, therefore an outgoing personality and a hands on willingness to assist in related tasks in other parts of the business will be essential.

As an integral part of the team, you will have an excellent opportunity to develop the role and grow with the Company with exceptional and genuine long term prospects.