

# Job Description

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Website Developer, Azure Graphic & Web Design Ltd.

## A Information

- Post: Website Developer
- Hours of work: 37½ hours per week
- Salary: From £15,000 p.a. (plus profit share)
- Responsible to: Lead Developer

## B Responsibilities

- General organisation of website projects
- Liaise with Lead Developer to ensure appropriate quality standards are met and timely delivery of projects
- Forward planning of work schedule
- Standards-compliant web page layout using XHTML/CSS
- Maintenance, use and improvement of the Azure Content Management System
- Search Engine Optimisation work
- Managing domain set up, hosting and e-mails
- Website and database programming using PHP/mysql
- Actionscript programming in Flash if appropriate
- Javascript programming if appropriate
- Handling of telephone enquiries from clients
- Responding to email enquiries from clients
- Effective client training
- Effective technical support for other staff
- Participating with other staff members as part of the Azure team
- Other tasks appropriate to the post as determined by the Lead Developer

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**C****Key outcomes**

- Efficient delivery of website development
- Prompt responses to all incoming enquiries
- Efficient time management and accurate job recording
- Effective support for other staff
- Effective communication with and support for clients
- Imaginative technical problem solving
- Positive and harmonious atmosphere in the office

**Achieved by:**

- Implementation and development of agreed office procedures
- Attention to detail and forward planning
- Forging good relationships with clients
- Enthusiastic participation in the Azure team
- Regular liaison with and reporting to the Lead Developer