



Website Technician

Position Contract | September 2022

Position

Title: Website Technician

Manager: Operations Lead

Direct Reports: None

Results Statement

To work with clients to create new websites and make changes to their existing websites and to create new website templates using our standard website builder.

Description

Want a remote job with flexible hours building and maintaining websites? Want to work with fun clients and a relaxed established team? Do you have plenty of Squarespace, Wix, Duda, or WordPress experience?

AssetLab is a digital marketing agency helping local businesses grow sales through online marketing. In this role you will focus on building websites using our standard website builder. Training is provided if you're not already using our standard builder. This is a remote position and you must be fantastic on the phone and in zoom meetings.

Experience

- Website builder experience (one or more Duda, Wix, Squarespace, WordPress) working with clients on projects, you should have created 10 or more websites for clients
- You must be great on the phone and on Zoom working with small business owners

We Will Provide

- Training on our preferred website builder
- Training on creating website templates using our website builder
- The design patterns and secret sauce we use with our specific client niches
- Mentorship so you can grow and improve
- A friendly and cheerful team for you to join

Work Listing

1. Spends the majority of time working on website maintenance and new website projects for clients
2. Spends time each month creating new website templates based on design trends
3. Monitors our internal ticket and project management tools for work assignments
4. Identifies changes in website trends and adjusts work to match

5. Review and improve our design patterns for pages and sites as technology and tools change
6. Guide clients through decisions for changes to their website
7. Meets with clients via Zoom or phone to collaborate on projects and hand-off completed tasks
8. Collaborate with Manager with questions, ideas, and sticky situations
9. Occasionally travel to team events, typically in Washington

Your Responsibilities Will Be

- New website builds with clients
- Website changes and maintenance
- Occasional Zoom meetings with the team
- Completing work in a timely manner
- Being responsive during the hours agreed with your manager (typically the US business day)
- A reliable internet connection
- A friendly, cheerful attitude and desire to help clients

Skills/Qualifications

- English level - native
- Minimum 1 year of continuous website builder experience
- High school diploma
- Zero hesitation to calling, zoom meetings, and recording videos for clients
- Duda builder experience preferred
- Washington state preferred

Info

- Pay: \$25-\$35/hour
- Benefits: Work from home, expense reimbursement, paid time off
- Schedule: Monday to Thursday USA business hours, flexible schedule
- Work Location: Washington State preferred, remote. Occasional travel within the USA, 1 or 2 trips per year.