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EUROPE'S LEADING INDEPENDENT BRAKE PAD MANUFACTURER FOR CARS, MOTORCYCLES, KARTS AND MOUNTAIN BIKES

Job Description - Web Design/Art Assistant

SUMMARY

To work with the Company Webmaster and Studio Supervisor in the Graphics Department, undertaking the website re-build, especially the back end operations. Produce specified artwork as requested.

PRIMARY RESPONSIBILITIES

1. Basic website maintenance-updating pages, adding links, updating databases and new pages
2. Updating wordpress blog
3. Populating Shopping Cart and php database work
4. Creating web graphics i.e. banners, animations, resizing images etc...
5. Working with Webmaster tools
6. Produce artwork, documents, mailings, graphics
7. General office administration functions.

KNOWLEDGE AND SKILLS

1. Php and database experience
2. Basic web design experience
3. Knowledge of Google Ad words
4. Good level of experience and understanding of Microsoft Word and Excel, QuarkXpress, Adobe Photoshop, Illustrator, Dreamweaver and Flash
5. Excellent communication skills
6. High level of reading and writing skills required
7. Ability to work to targets and deadlines.

WORKING CONDITIONS

Full time position.

Working conditions are normal for an office environment.

Reporting to the Art Supervisor.