

WEBSITE ASSISTANT

Interphase UK is looking to hire an attentive and enthusiastic individual with an eye for detail. On a daily basis, the role of Website Assistant will involve collaborating with our Senior Designer in the delivery of website projects for our respected clients.

As a Website Assistant, you will carry out client requested updates to over 20 websites under our management and ensure all Interphase UK produced websites are up-to-date and working efficiently.

An ideal candidate will have experience in working with WordPress, HTML, CSS, and Adobe Photoshop.

Key Responsibilities

- Formatting and publishing website blog posts
- Populating new websites with copy and images
- Applying copy and image updates
- Assisting the Senior Designer in testing responsiveness of websites
- Updating plugins and themes on WordPress websites
- Creating digital assets for websites
- Editing and processing images using Adobe Photoshop
- Collating website and SEO analytics into monthly reports
- Any other duties that may reasonably be required in line with your main duties

Key Skills and Experience

- Strong experience of using WordPress to an intermediate level
- Strong experience of using HTML & CSS to an intermediate level
- Strong experience of using Adobe Photoshop to an intermediate level
- Excellent organisational skills
- Excellent attention to detail
- Possess an analytical mindset
- Bear a passion to work within a team environment
- Keen interest in digital marketing and SEO

Desirable Skills

- Experience of shooting photography
- Experience of video production and editing
- Familiarity with other Adobe Creative Cloud applications



A BIT ABOUT US

We are a small team of passionate designers, providing graphic design, website design, marketing and social media for businesses across the UK and further afield.

At Interphase UK we care about the work we do. From websites to logos & branding to exhibition stands, we create with our heads while following our hearts to produce work that stands out from the crowd.

We believe in continued professional development within our team, encouraging our employees to work on multiple aspects of a project rather than one individual element.

SALARY

£18k - £21k (depending on experience)

LOCATION & WORKING HOURS

The role would be working from our office at District 10, 25 Greenmarket, Seabraes Yards, Dundee, DD1 4QB.

Hours: Our office hours are 9am - 5pm Monday to Friday

The successful candidate must have the ability to reliably commute on a daily basis.

APPLICATION PROCESS

If you think you would be suited to this role, please apply on the Indeed website by following the link below:

<https://uk.indeed.com/job/website-design-assistant-8575e31782cf27cf>