



<https://wovax.com>

JOB OPPORTUNITY WEBSITE TECHNICIAN

(see end of document for how to apply)

Company Overview

Wovax (<https://wovax.com/>) was founded with the vision of bringing online business to a mobile generation.

We specialize in website and mobile app products that:

- Increase website traffic from search engines through our products' uniquely search engine optimized architecture.
- Retain visitors through strong user experience as well as through mobile apps that website visitors download to their mobile devices.
- Are easy to use and maintain, and are kept up-to-date with the latest technology.
- Are backed by a commitment to the best ongoing technical support and customer support: by real people, with real interactions.

Wovax services an ever-growing number of individuals and corporations across the United States and Canada, across a wide variety of industries.

Position Overview

	DESIRED	WOULD CONSIDER
POSITION LOCATION	Moscow, Idaho	N/A
EMPLOYEMENT TYPE	Part-Time (20+ hrs / week)	Full-Time
PRIOR EXPERIENCE LEVEL	at least 1 year in similar role	at least 6 months general website experience

Position Responsibilities

This position is responsible for supporting with new website setups using the WordPress content management system interface.

PRIMARY DUTIES INVOLVE:

1. Working in the WordPress interface (<http://easywpguide.com/wordpress-manual/>) to set up new websites and modify existing websites and website content.

OTHER DUTIES INVOLVE:

1. Working with the VP, Operations to identify and implement ways to continuously improve quality, speed/efficiency, profitability, and collaboration
2. Additional duties may be assigned based on need, aptitude, and/or interest

Required Skills / Experience

WEBSITE SETUP

- At least 6 months of prior experience of creating / modifying / managing websites using a content management system (CMS) platform such as WordPress, Blogger, Joomla, Drupal, or similar
- An eye for design

OTHER SKILLS

- Self-Learner / able to learn and apply new concepts and techniques quickly
- Organized
- Excellent communicator (written and verbal)
- Strong customer service skills
- Able to successfully advance multiple projects simultaneously
- Confident / self-starter / pro-active / problem solver

Preferred (but *not* Mandatory) Skills / Experience

Please specify experience with any of the following in your resume:

- WordPress
- Coding (HTML, CSS, Javascript, PHP, or other languages)
- Visual design software (e.g. Adobe Photoshop / Illustrator or similar)
- Familiarity with terminology of, and basic troubleshooting for, websites and servers
- Quality testing/assurance for websites and/or mobile apps
- Teamwork/Collaboration (esp. with Project Managers, Clients, Designers, and/or Developers)
- Project Management tools/platforms (especially Asana and/or Harvest)
- Working as a freelancer or for a start-up company
- Coding/developing mobile apps for Apple and Android
- Real Estate and/or Education industries (Wovax is rapidly growing in these sectors)
- Other web, app, software, or business-related jobs or tools



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Compensation

BASE SALARY: \$ 8 to \$ 14 per hour Depending on Experience -- *please submit minimum salary requirements with application*

PROFIT SHARING: This position would be eligible to participate in Wovax's Profit Sharing plan, which annually designates 9% of the company's after-tax profits for distribution to all employees that have been with the company a minimum of 6 months.

WORKSPACE: 24/7 access to Wovax's downtown office in Moscow (including internet access)

TO APPLY:

E-mail the following information to: lendl@wovax.com (*submissions without all of these will not be considered*)

- Resume
- Examples of websites you have previously created or substantially modified along with a brief description of each project
- Minimum salary requirements
- Desired start date if selected