



CAREERS AT YATZAR CREATIONS

Position: Website Administrator

Job Description	Oversee and maintain our websites ensuring they are functional, up-to-date, visually appealing, and optimized for user experience.
	Combine technical expertise, creativity, and strong organizational skills to manage content, troubleshoot issues, and implement updates across platforms.
Roles and Responsibilities	Regularly update and maintain our websites ensuring content accuracy and brand alignment.
	Perform routine backups and security checks to ensure website integrity.
	Ensure websites are visually appealing, user-friendly, and responsive across all devices.
	Monitor website performance and resolve technical issues promptly.
Technical skills	Generate analytics reports and provide actionable insights to improve engagement.
	Bachelor's degree or equivalent in Computer Science, Information Technology or related field.
	Proficiency in web design tools (Adobe Creative Suite, Figma).
	Knowledge of HTML, CSS, JavaScript, and other web development languages.
	Familiarity with website hosting, domain management, and security protocols.
Experience	Understanding of SEO best practices and analytics tools .
	Minimum of 3 years of experience in website administration, web development or similar role.
	Experience with Content Management Systems (CMS) such as WordPress.
We offer	Experience with Learning Management Systems (LMS) such as Moodle.
	We offer competitive pay and benefits and the development resources you need to advance your career.
	As an Equal Opportunity Employer, we believe in each person's potential, and we'll help you reach yours.
	We will encourage you to grow and develop your career with us through our technical and professional development programs and diverse career opportunities.
	When you join us, you will connect and collaborate with a global network of experts - leading a grateful living experience and the future therein.