

Web and Digital Communications Specialist

Thornbury (Bristol, UK) | **Salary** £14K-£15K/year subject to age and experience | Big Tall Order | 40hours/week

The Big Tall Order limited clothing company's team is looking to recruit a Web and Digital Communications Specialist to work on its portfolio of eCommerce websites for an initial 6 month probation period, with the possibility to extend it to a permanent full time job contract.

This is an excellent opportunity to work within a small team of ambitious people, playing a key role in pushing the company's web efforts.

The successful candidate will be involved in maintaining and optimising the company's existing websites.

The websites the candidate will be working on have different targets, which create the opportunity for a very exciting job role.

The candidate will also have the opportunity to work on the social media strategy of the company and help increase revenues. The main responsibilities will lie in the day to day maintenance of the websites and assisting in sales growth through effective use of social media channels and newsletters campaigns. This includes tasks such as creating content (SEO), eCommerce product management and ensuring that our websites rank highly in search engines.

Any existing web skills would be beneficial, however it is more important to us that you are willing and keen to learn new skills and put these into practice to help develop our websites' visibility on the Web.

This is a great chance for anyone looking to start out in the Web and Digital Communications industry. The role advertised is to assist the web & digital team which is currently outsourced, the main responsibility being to deliver periodic newsletters as well as maintaining the websites and the social networks.

The role assists also everyone within the company and provides support by applying more innovative and efficient solutions to perform essential tasks.

The successful candidate will perform web and digital communications, marketing, business development within the business to deliver email and web services:

- Updating website and blogs content as and when required.
- Producing data reports for email campaigns and web projects (Google Analytic, Mailchimp)
- Email Marketing, E-newsletters production, testing, sending and reporting analysis
- Social media marketing, including Twitter, Facebook, Google+ and LinkedIn, Pinterest, Instagram.

- As part of the team you will also perform any necessary administrative tasks as required.
- Basics of blog management and maintenance
- Content management systems (semi-bespoke)
- Website maintenance basics: systems, schedules, updates
- HTML & CSS basics
- Database management – list management and security
- Image sourcing and manipulation (Photoshop)

The successful candidate would need to have excellent communication skills with a reasonable level of English, preferable Intermediate or above.

To apply please send your CV and a covering letter to nick@bigtallorder.co.uk