

Junior Web Developer

About Blue Smarty

Started in 2003, Blue Smarty specialise in the creation and development of high quality websites.

Blue Smarty is a leading website design company providing a wide range of online design and optimisation services to customers across the UK.

Blue Smarty is now looking for a junior web developer to join their Oxfordshire office. The role is a combination of website design and development (within the WordPress environment), management of current client roster, image creation, scripting, email administration, office administration duties and assisting the Managing Director.

Candidates should be enthusiastic, dynamic team players, who are organised and meticulous. Ideally they should have some previous website design experience. A desire to learn and ability to work quickly, accurately and independently are equally important.

Location: Kingham, Oxfordshire

Job Type: Full-time, permanent

Reporting to: Managing Director

Responsibilities (could include but not limited to)

- Website Design - covering all aspects of the design and build of web pages using the skills of HTML, CSS, PHP, jQuery, Image generation and manipulation, creating and managing WordPress sites and Database management of those that need it.
- Management of current client roster sites. This may include the option to target upgrades to some of the older sites to new technologies
- Monitoring Google Analytics and Webmaster Tools for existing clients making sure that websites to reach an acceptable level of SEO.
- Management of the Blue Smarty social media feeds another social media feeds when needed

- Office Administration - answering the phone, management of office supplies and IT equipment, management of petty cash.
- Supporting the Managing Director in his daily tasks.
- Being productive in building Blue Smarty's client base.

Person specification

Essential Skills

- Proficient in HTML, CSS, PHP, WordPress, jQuery, Google Docs, Photoshop (or our preferred Affinity), database and administration skills. Additional skills such as MySQL, Adobe Illustrator (or Affinity Photo and Designer) and proficient use of social media would be advantageous.
- A friendly, calm and professional telephone manner.
- Ability to reflect the company approach in all tasks in a reliable manner.
- Excellent customer service skills and ethics with an ability to build a rapport with Clients.
- Accuracy and attention to detail and ability to follow office procedures.
- Ability to maintain files to ensure these are easy for all to use.
- Excellent organisational skills, with the ability to follow up and complete set tasks in a timely manner.
- A proactive, independent thinker. Able to work on own initiative, but also a good team player.
- Excellent communication skills, both oral and written.
- A keen and fast learner, able to digest new information quickly and ask when instructions are not clear. A good listener who can quickly develop an understanding of how the company operates.
- A flexible and adaptable approach to work with an ability to carry out several tasks at the same time, able to take on new challenges and prioritise tasks appropriately with assistance from line manager
- Calm when addressing issues/problems; good troubleshooting skills.
- Tact and discretion, for dealing with confidential information.
- Keeping up to date with new technologies.

Additional skills/experience/knowledge in the following areas would be an advantage: graphics; writing; interest in computers; photography; marketing including social media and SEO;

This position is a fantastic opportunity for someone who has a digital creative streak and wants to work with a growing design company. There will be the opportunity for

a candidate with the right skills, independence and drive to work to progress within the company.

What we can offer:

- A starting salary of £18,000 per annum (depending on experience)
- 20 days annual holiday (pro-rata).
- A fun and enjoyable work atmosphere in the countryside