



CENTER FOR CREATIVE TECHNOLOGIES

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## Wordpress Online Platform Coordinator

Are you a wordpress wizard? Do you want to work in a dynamic team, where you'll be making sure our TUMO websites are up and running, up to date and looking great, for our visitors from around the world?

You will need to be well versed with developing and customising WordPress, including writing and updating plugins, designing and arranging web content and maintenance of numerous wordpress sites.

### DUTIES AND RESPONSIBILITIES:

- Develop, deploy and maintain WordPress-based websites and applications
- Manage effective operations of TUMO Online Platforms both (marketing and ecommerce sites)
- Ensure smooth operation of our WooCommerce based online store
- Continuous review of website portfolio for improvement & enrichment
- Support requests for website feature enhancements and bug fixes
- Improve internal tools and processes
- Customise wordpress templates and plugins, as well as work with themes and content (e.g. Visual Composer, WP Bakery)
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### Basic Qualifications

- 2+ years' experience developing and maintaining custom themes and plugins for WordPress
- Extensive knowledge of WordPress and PHP
- Working knowledge of HTML, CSS
- Working knowledge of SEO and Google Analytics
- Demonstrates and enjoys a balance of creative and technical skills

- Self-starter with excellent time management, flexibility and ability to work on multiple projects simultaneously

#### Additional Qualifications

- Degree in Computer Science, Computer Engineering or equivalent technical education preferred
- Strong communication skills and ability to work well with technical and non-technical people
- Experience with writing content for the web
- Ability to work well as part of a team and independently

#### APPLICATION PROCEDURE:

Interested candidates should submit a resume and portfolio by email to [jobs@tumo.org](mailto:jobs@tumo.org) by the deadline. In the subject line of your email, please mention "Wordpress Online Platform Coordinator ". Only short-listed candidates will be notified.

**The application deadline is 07.03.2019**