

Production Specialist

(Part-time will turn into full-time.)



Scope of Work and Responsibilities

WSI Smart Marketing consists of a team of digital marketers that is currently looking for a candidate with web production experience. We are seeking a part-time Production Specialist (with potential to full-time) to assist in various computer and web technologies. This position starts at 20-25 hours per week with a starting wage of \$15-\$20 depending on experience. We anticipate full-time work within 2-4 months.

Key Responsibilities

- Manage, set up, and work on day-to-day tasks for website management, including, but not limited to, website production, launching or migrating websites, backing up websites, QA testing websites, and more.
- Diagnose and fix website issues, hosting, plug-ins, email matters, and more.
- Manage and deliver digital marketing products, such as website security and management, ADA compliance, and more.
- Manage, write, and proofread content.
- Identify upsell opportunities to the Sales Department.
- E-mail, call, and set up client meetings (in-person or virtually).
- Establish ongoing communication with clients and teammates.
- Generate reviews for WSI Smart Marketing from happy clients.
- Support the Sales Department with various tasks.
- Collaborate with the marketing team on various campaigns and initiatives.
- Answer phones and take messages in a professional and friendly manner.
- Maintain the professional and friendly online reputation of the business.

The Ideal Candidate

- Holds (or is in process of receiving) a degree in Computer Sciences or similar (1+ years of experience preferred)
- Possesses stellar communication and written skills
- Demonstrates proficiency in Microsoft Office and Adobe Creative Suite (preferred)
- Meets deadlines effectively and has the ability to multi-task between projects
- Maintains strong organizational skills with attention to detail

- Must be a team player, energetic, positive, results-driven, and flexible
- Enjoys being part of a team, team building, and hanging out as a team
- Has the ability to be empathetic and compassionate

Our Mission

WSI Smart Marketing exists to passionately partner with national and local businesses by leveraging the power of the Internet. We provide exemplary world-class service, transparent communication, and tangible performance of our digital marketing efforts. We provide an empowering and safe environment for our team and promote overall health, happiness, and growth throughout our organization.

Our Core Values

- Integrity
- Transparency
- Partnerships
- Innovation
- Community Support
- Success

What We Offer

Benefits vary depending on part-time or full-time employment status.

- Continued training
- Fun and dynamic office environment
- Collaborative and supportive staff
- Competitive compensation
- Health insurance
- Vacation
- Retirement
- Occasional work travel
- Inside Sales Bonus Program