



**THE
WELLNESS
WAY**

Do Health Differently.

JOB POSTING: WEB/ONLINE PLATFORM ADMINISTRATOR

Location: Onsite at The Wellness Way Corporate Office
Green Bay, WI

The Wellness Way is a fast-growing international network of wellness clinics and we need help spreading the word! We are looking for an experienced Web/Online Platform Administrator to develop, manage, and maintain our numerous websites and online platforms. This is a full-time, salaried position at our Green Bay, WI location. In office hours are predominately M-F, 8am – 5pm. Will potentially also require some occasional weekend and evening work, and the availability to respond at the speed of the internet!

You will be responsible for helping to oversee a number of online presences, including websites, LMS platforms and ecommerce platforms. The ideal candidate should have exceptional skills in troubleshooting and problem solving, as well as outstanding customer service skills to respond to support emails.

As Web/Platform Administrator, we expect you to be up-to-date with the latest digital technologies, media platforms and trends, and always be learning “best practices”. You should have excellent communication skills and be able to help express our company’s views creatively.

We’re a small, but rapidly growing company, so this role will require a strong individual who is comfortable in a dynamic, fast-paced environment. The right person will be self-managed and able to work within a team-oriented environment.

Job Responsibilities:

- Plan, implement, manage, monitor and upgrade the organization's website.
- Respond to and troubleshoot web issues.
- Identify and respond to all website security breaches.
- Ensure that the website is protected by enabling the appropriate security measures.
- Update HTML, CSS and JavaScript regularly.
- Conduct content audits to eliminate redundant and/or duplicate information.
- Create appropriate content aligned to the organization’s strategy.
- Ensure web/platform quality and efficiency by conducting regular test plans.
- Improve the User Experience of sites regularly.
- Collaborate with all staff and management to ensure that sites align with brand strategy and meets the organization’s standards.
- Create strategies to grow subscriber base and web traffic metrics.
- Ensure full compliance on the website with all laws and regulations.
- Keep up-to-date with industry best practice and monitor competitor websites.

Qualifications:

- A degree in Computer Science, IT, Systems Engineering or a related qualification.
- 2 years of work experience as a Website Manager
- Knowledge of Macromedia suite, Adobe suite, Content Management Systems and W3C Web standards.
- Proficient in HTML, XHTML, CSS design, cross-browser and cross-platform compatibility, firewalls (functionality and maintenance), Access, MySQL and JavaScript.
- Great understanding of Search Engine Optimization (SEO) and Paid Per Click (PPC).
- Confident in WordPress website publishing
- Magento certification a plus!
- Ability to troubleshoot website issues in a fast-paced environment.
- Strong attention to detail with an analytical mind and outstanding problem-solving skills.
- Excellent content creation and writing skills.
- Strong customer service skills
- Fantastic time management skills with the ability to multi-task.
- Works effectively and positively within a team environment

Pay: Exempt Salaried position. Salary based on experience and qualifications.

Benefits: No commercial health insurance offered at this time. Free care at The Wellness Way Green Bay and supplements at cost. 1-week paid vacation (increased at 3 years). Paid holidays. Gym reimbursement. Available in-house massage therapy. Company outings and employee appreciation events.

Benefits upon eligibility: Retirement plan with employer matching.

Take a look at what we’re doing on our website (there are plenty of pages to sort through!). If you think that’s a good start, but also see a world of possibilities, submit a cover letter & resumé and tell us why you’re the Web/Platform Administrator we’re looking for!