



POSITION DESCRIPTION

Position Title: Website Builder

Business Group: The Web Company

Relationships

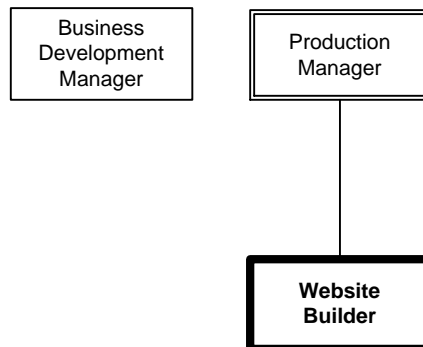
Reports To: This position reports to the Production Manager

Responsible For: No direct reports

PURPOSE OF THE POSITION

To facilitate the website development construction process by taking designs from a Graphic Designer and code from a Software Developer in-order to build the finished product. To work closely with Business Development Staff and the Production Manager to ensure projects are completed on time, within budget and to an appropriate level of quality.

ORGANISATIONAL CHART



EXTENT OF AUTHORITY

The position operates under general direction and is required to exercise initiative and judgment where practices and direction are not clearly defined.

CORPORATE VALUES AND ACCOUNTABILITIES

Our strategic directions and day-to-day activities are guided by the following values and key performance areas (KPA):

- Customer service
- Respect for others
- Honesty and fairness
- Open communication
- Cooperation and understanding
- Excellence, innovation and leadership
- Never ending improvement

Compliance with SASI Marketing & Advertising's management directives and business policies and procedures.

Efficient and effective utilization of resources as allocated under the level of responsibility for this position.

Conduct all business transactions in an ethical, friendly, efficient and professional manner.

POSITION SPECIFIC ACCOUNTABILITIES

Accountability	Expected Outcome
Work within the parameters of supplied briefs	Ensure 100% compliance with briefs
Maintain high levels of quality with all work produced	Ensure that all quality related procedures are followed
Work within project time budgets	Ensure that projects are delivered within the time allocated
Work to deadlines	Ensure jobs are delivered on time
Customer service	Always provide the highest possible level of service to customers. Expect zero complaints.

SPECIFIC DUTIES INCLUDE (BUT ARE NOT LIMITED TO):

Note: Specific duties are reviewed on a regular basis to meet the needs of the organisation as it grows.

- Build, test, document, implement and maintain web based solutions
- Develop HTML and CSS content from design artwork files
- Work with content management systems
- Implement technical requirements into websites that work across a variety of browsers and platforms
- Formalize and update requirement and standards documents

- Liaise with clients and staff to ensure jobs are completed on time and within set budgets
- Stay abreast of emerging techniques and technologies
- Communicate with clients as required
- Participate in the process of job costing

POSITION HOLDER ATTRIBUTES / KEY SELECTION CRITERIA

- Methodical approach to work
- Well developed capacity to 'finish' projects
- A thorough understanding of and ability to operate effectively within a structured development life cycle
- Excellent organizational skills and the ability to manage multiple projects with minimal supervision
- Strong working knowledge of various software applications such as MS Office, Internet Explorer, Firefox and Adobe Photoshop
- Skills in coding HTML, XML, CSS and JavaScript are required
- A willingness to work as an active member of a dedicated and professional team
- Must be able to thrive under pressure and consistently deliver top-quality results
- Impeccable written and verbal communication skills
- An eye for details, and the dedication to pay attention to them
- A genuine interest in web based media and Internet technologies and a willingness to learn
- Knowledge of other languages and technologies is an advantage, in particular Flash and C#
- Ability to prioritize tasks and report back on status of ongoing production activities
- Excellent problem-solving skills
- Ability to work within tight deadlines

ADDITIONAL RELEVANT INFORMATION

- After hours work will occasionally be required to meet project deadlines.
- Travel between the various offices of the SASI Marketing group may be involved from time to time.