



JOB TITLE: Junior SEO Exec
REPORTS TO: Managing Director – Chris Smith

JOB OUTLINE

- Responsible for working on specific client SEO accounts
- Project Management of specific SEO accounts

RESPONSIBILITIES

- To work on and research Search Engine Optimisation tactics and analytics for specific client accounts
- To carry out Search Engine Optimisation techniques on client accounts
- To research and train in ongoing Search Engine Optimisation techniques

REQUIRED SKILLS

- Verbal & Written Communication
- Understanding of website trends and usability
- Website Editing via Content Management Systems such as Wordpress
- Web User Interface Design Web Programming Skills Software Architecture
- Software Development Fundamentals Multimedia Content Development
- Organisation and self management
- Sound knowledge in front end development technologies such as HTML5, CSS, CSS3, any text editor (i.e Sublime)

EXTERNAL TO INLIFE

- To monitor the agreed work schedule with the client.
- To monitor the quality of all client deliverables.

SPECIAL PROJECTS / CHANGE

- To remain up-to-date with SEO techniques and trends
 - To remain up-to-date with new technology and its business applications.
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PEOPLE

- To liaise directly with SEO Manager and report ongoing duties
- Responsible for identifying own training and development needs.

WORKING HOURS

- Office hours 9-5 Monday to Friday
- May be required to assist outside hours on rare urgent occasions
- If attending any Networking meetings earlier than start time, hours will be provided back in lieu

SALLARY

- Starting at £15000 - £17000 + benefits
- Reviewed after 6 months probation
- Annual salary reviews

BENEFITS

- Private Medical Care (following 6 months probation)
 - Pension (following 6 months probation)
 - Bonus : Monthly target bonus and sales generation bonus's
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