

## **Website and App Management Coordinator Job Description**

**Role:** Office role for GD India

**Hours per week:** Full time for India

**Positions:** 2

**Responsibilities:** Troubleshooting the website and the GD App, and constantly improve the User Experience (UX) of the website and the GD App.

**Essential Skills:** Meticulous attention to detail, outstanding problem-solving skills, and fantastic content creation and writing skills.

**Desired Skills:** Highly 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 Pay Per Click (PPC), Problem-solving

**Reporting:** Daily over Update Calls