



APTAGEN LLC  
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## **(Entry-Level) Webmaster & IT**

Full-time or Part-time, \$14/hr to \$25/hr (depending on skill set) Benefits may be included.

Part-time: 9:00am to 3pm (Tues, Wed, Thurs) OR Full-time: 8:00am to 6pm (Mon-Thurs)

### **Description:**

The Webmaster will perform a variety of website design and coding tasks on a WordPress platform for a biotechnology company. While this position will coordinate between Marketing, Executive Assistant, and the President & CEO, the Webmaster will work closely with the President & CEO.

The candidate is able to meet deadlines and effectively prioritize tasks and assignments, primarily in the area of website development. No formal degree in this area is necessary. Background in biology/molecular biology is preferred.

### **Responsibilities:**

Regular communication with leadership

Website development, i.e. design and coding

Light database management

SEO Manager

Investigate and follow-up with identified website issues

Additional responsibilities as required – ability to be a team player and assist where needed

### **Criteria:**

Entrepreneurial spirit, takes initiative, creative, and thinks “outside the box”

High-level proficiency in Adobe Suite, WordPress, HTML, and Microsoft Office Suite, especially Word, Excel, PowerPoint, and Outlook

Familiarity with e-commerce tools

Must display a keen attention to detail

Reliable, responsible, and punctual

Discrete – able to be trusted with confidential information

Strong oral and written communication skills

Science background (preferred, but not necessary)