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Position	IT Specialist		
Field	Industry	Location	Fort Lauderdale
Starting date	March 2014	Length	Unlimited
Ref #	FTL_ITSpecialist_Industry_Loc_0314DL	Salary/compensation	1500 USD/mth

<u>PROFILE</u>	<p><u>REQUIREMENTS/ QUALITY</u></p> <ul style="list-style-type: none"> • Flexible with the ability to multitask Education/Experience: <ul style="list-style-type: none"> • Associates Degree or equivalent combination of education and experience. Language: <ul style="list-style-type: none"> • Ability to read, analyze, and interpret technical catalogues and documents. Ability to respond to inquiries and complaints from customers, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Math Ability: <ul style="list-style-type: none"> • Ability to apply simple mathematical principles. Reasoning: <ul style="list-style-type: none"> • Ability to deal with a variety of abstract and concrete variables. Computer Skills: <ul style="list-style-type: none"> • Intermediate knowledge of word processing software; spreadsheet software; development software; design software; internet software; order processing systems; project management software; database software and contact management systems. <p><u>OTHERS:</u></p> <ul style="list-style-type: none"> • Small company: possibility to grow inside of the company • The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • The noise level in the work environment is usually quiet.
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Job description

MAIN OBJECTIVES/ GOAL

Supports and maintains the integration of third party software by performing the following duties.

MAIN RESPONSABILITIES:

1. Develops and supports the integration of e-commerce software with company website.

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2. Executes all of the company's web installation, integration and process.
3. Creates marketing campaign and company newsletter.
4. Performs network maintenance.
5. Updates content of website.
6. Trouble shoots website issues.
7. Uploads pictures, documents, videos and other information on company website.
8. Coordinates projects to include networks, technical planning and scheduling.
9. Performs program maintenance.
10. Creates and update social network profiles.
11. Organizes contacts from shows and exhibitions.
12. Blogs on website about water saving products and technologies.
13. Links company website to other websites.
14. Creates, maintains and updates a web store on Amazon, Ebay, Google, etc.
15. Creates required files and documents for the web stores.
16. Works on office system projects as assigned.
17. Develops SEO ranking of company website, within budget.
18. Creates and maintains RSS.
19. Creates and maintains QR code.
20. Other duties as assigned.

***Interested? ...please send us your info data sheet and resume to
contact@internabroadusa.com
and include Ref # in email title***

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