



**Web Developer
H&H Reeds**

Job Title: Web Developer

Reporting to: Commercial Director – H&H Reeds, Print & Graphic Solutions

Overall Job Purpose:

To be responsible for designing, coding and modifying websites, from layout to function and according to a client's specifications. Work alongside our graphic design team to create visually appealing sites that feature user-friendly design and clear navigation, fully meeting customer expectations, as well as managing the H&H Group portfolio on a day-to-day basis.

Primary Accountabilities

1. To build and maintain websites providing support to customers including:
 - ensuring that customer requirements are understood and implemented
 - advising customers on all aspects of website development
 - developing functional websites in accordance with customer requirements
 - management of dedicated server including website hosting management (WHM)
 - ensuring the security of all websites hosted on the dedicated server
 - communicating with customers' IT departments on website based queries as and when required including updates to domain records
 - liaising with the graphic design team to ensure efficient website construction
 - supporting customers to resolve any website issues quickly and efficiently
 - undertake client administration training for end users
2. To develop existing customer relationships and help support new customers on behalf of H&H Reeds
3. To monitor the sector for H&H Reeds and to maintain an awareness of new methods, services and products in order to ensure the company is capable of reaction to any developments.
4. To undertake training courses to develop relevant knowledge and skills base.
5. To be the first point of contact with customers for website queries.
6. To liaise with the management team to consider ways in which to improve and develop the professional services provided by the company.
7. To provide information to the management team of H&H Reeds and other relevant parties as required.
8. To administer any bespoke software in use at any time by H&H Reeds.



**Web Developer
H&H Reeds**

9. To liaise with the Office Manager to ensure that all details are correct in accordance with the work instructions.
10. To check completed job information and transfer to the accounts department.
11. To code, launch and manage email campaigns as required.

Secondary Accountabilities

1. To maintain current knowledge with regard to Health & Safety and in particular to legislation relevant to the company in order to advise colleagues or seek advice accordingly.
2. Operational ad hoc duties.