



**WISE**  
Advise + Assist Team

## **WordPress Web Developer**

### **Summary**

WISE Advise + Assist Team is looking for a talented and efficient WordPress Web Developer who will be responsible for front-end development to create innovative designs for excellent user experience. As a WordPress Web Developer, you will be building responsive WordPress themes and developing functional components and features for our clients' websites and landing pages.

### **Responsibilities**

Main duties will include, but not limited to:

- Meeting with clients and/or project managers to discuss website design and function.
- Designing and building the website front-end.
- Creating the website architecture.
- Designing and managing the website back-end including database and server integration.
- Generating WordPress themes and plugins.
- Conducting website performance tests.
- Troubleshooting content issues.
- Conducting WordPress training with the client.
- Monitoring the performance of the live website.
- Troubleshooting problems to find innovative solutions.

### **About the Job**

The WISE Team is made up of an all-virtual workforce. With the challenges of working virtually, in a fast-paced environment we are made up of strong and unique individuals who create our team first company culture.

A successful WISE Team Member enjoys continually learning new things and is constantly improving themselves. They are a strong communicator who is able to communicate complex ideas, listen well, and maintain excellent customer service. They are organized and detail-oriented. They have the ability to accept feedback and make adjustments based on that feedback. They take pride in their work and maintain a high level of quality control. They have exceptional time management and are great at multitasking. They also enjoy new challenges and changes to their work environment.

Most importantly a successful WISE Team Member is authentic, versatile, a self-starter, and a team player.

We look forward to meeting you!

### **Minimum Qualifications**

- Associates degree with related work experience
- 1+ years of experience building WordPress sites
- Solid understanding of front-end technologies
- Experience building user interfaces for websites and/or web applications
- Experience designing and developing responsive design websites
- Ability to understand CSS changes and their ramifications to ensure consistent style across platforms and browsers
- Ability to convert comprehensive layout and wireframes into working HTML pages



- Solid experience in creating wireframes, storyboards, user flows, process flows, and site maps
- Experienced developing and maintaining WordPress sites

An ideal candidate could have:

- Proficiency in HTML, CSS, and JavaScript for rapid prototyping
- Experience with Google Adwords/Analytics & SEO/SEM
- Excellent visual design skills with sensitivity to user-system interaction
- Up-to-date with the latest UI trends, techniques, and technologies
- Knowledge of ADA standards for UI
- Ability to update existing websites while adhering to current style guidelines
- Work autonomously, with solid decision-making skills
- Tech-Savvy
- Outstanding time management skills
- Exceptional problem-solving skills
- Strong communication skills, both verbal and written
- Detail-oriented
- Manage a high volume of work in a fast-paced and ever-changing environment
- Able to present designs and key milestone deliverables to team and clients
- Portfolio of web and digital work ready for presentation

### Preferred Qualifications

- 2+ years of experience in a design-related role
- 1+ years of experience with HTML, CSS, JavaScript, and PHP
- 1+ years of experience with WordPress, Custom WP Themes, and WP plug-ins
- Proven UI/UX experience

### Computer Requirements

- For the home wireless system:
  - Strong Internet Connection
  - Have a firewall to protect wireless internet.
  - Not allow others to use their wireless internet.
  - Use strong passwords for the wireless system and firewall (not the factory installed).
- Computer:
  - Have 2-factor authentication for computer and critical software.
  - Encryption for hard drive
  - Good security software (McAfee, Norton, MalwareBytes, etc)
- If traveling or working outside the house:
  - Do not use unsecured public Wi-Fi
  - Tethering or VPN to protect internet usage
  - Never leave computer unprotected - especially if it is on and unlocked

### Additional Information

- Supervisory Responsibility: This position has no supervisory responsibilities.
- Position Type and Expected Hours of Work: This is an hourly, contract position.



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- **Other Duties:** Please note this job listing is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.