

**Digital and Direct Marketing Team
Website Administration Assistant Intern**

The Website Administration Assistant Intern role will report into the Senior Technical Web Development Manager who is responsible for driving interaction and impact of technical aspects of digital marketing and web development within our inhouse studio in the Digital & Direct Marketing Team. The Website Administration Assistant Intern role will provide project support to the website architecture workstream as well as our day to day website activities.

We are looking for an enthusiastic Website Administration Assistant to provide support across the Digital & Direct Marketing Team by:

- Providing data and helping with research and insights on our websites
- Review and Fix SEO related issues on our sites identified by Crownpeak
- Ensure that content we migrate is correct from an SEO point of view.
- Review website components
- Manual Content migration tasks
- Manual Resizing images tasks
- Helping with completion of designated project actions
- Updating website architecture jobs and tickets into JIRA
- Helping with CMS (Content Management System) updates
- Supporting in testing and reviews