



## JOB DESCRIPTION & COMPENSATION PACKAGE

Position Title: Wordpress Programmer	
PAYSCALE: TIER 3	Full Time: \$693/Month; Part Time: \$346.66/Month
Key Responsibilities	Brief Description of Duties
<p>Experienced Wordpress Programmer with the ability to develop custom web applications that drive business processes; set up e-commerce applications; monitor health and uptime of servers; collaborate with design, strategy and sales teams to find solutions for client website projects; and contribute to support of current client websites.</p>	<ul style="list-style-type: none"> <li>● Setting up multi-site WordPress builds</li> <li>● Integrating feeds from social networks</li> <li>● Custom developing blogs</li> <li>● Integrating with third-party APIs</li> <li>● Customizing WordPress to support specific functionality</li> <li>● Integrating shopping carts</li> <li>● Building out responsive layouts</li> <li>● Developing wireframe mockups to illustrate possible solutions</li> <li>● CRM integration</li> <li>● Developing new plugins for WordPress</li> <li>● Contributing to the build and development of internal web applications to run the client's internal systems and processes</li> <li>● Developing documentation for complex systems</li> <li>● Minimal content migration</li> <li>● Minimal front-end development</li> </ul>
Key Qualifications	<ul style="list-style-type: none"> <li>● <b>Must have at least 1 year Wordpress Programming experience</b></li> <li>● <b>Experience in eCommerce set-up is preferred</b></li> <li>● Great knowledge in PHP programming, MySQL, XHTML, CSS and JavaScript</li> <li>● Extensive knowledge and experience of building WordPress CMS websites using the best practice &amp; de-facto standard plugins</li> <li>● Experience working with WordPress at a PHP code level:             <ul style="list-style-type: none"> <li>o Knowledge of existing inbuilt WordPress functions</li> <li>o Creation of custom post types</li> <li>o Creation of plugins/widgets written to conform with the WordPress coding standards</li> <li>o Creation of clean, logical, well-documented and re-usable code</li> <li>o Theme/Template integration</li> <li>o Knowledge of WordPress Network (Multisite) beneficial</li> </ul> </li> <li>● Experience creating multilingual websites is advantageous</li> <li>● Knowledge and experience of web accessibility</li> <li>● Good understanding of cross-platform and cross-browser issues</li> <li>● Use of jQuery / AJAX / Prototype / script.aculo.us an advantage</li> <li>● An excellent communicator and collaborator</li> <li>● Comfortable talking with clients (via phone, email and chat)</li> <li>● Detail-oriented in context of a fast-paced environment</li> <li>● Capable of hitting daily deadlines</li> <li>● Exceptional analytical skills</li> <li>● Strong interpersonal skills</li> <li>● Keen ability to multi-task; self-starter</li> <li>● Capable planner</li> <li>● A strong vocabulary</li> <li>● Teachable spirit</li> </ul>



	<ul style="list-style-type: none"> <li>● Excellent time management and organisational skills</li> <li>● Accuracy and attention to detail</li> <li>● Open to non-graduates but preference will be given to those with relevant degrees. A degree related to Wordpress Programming is advantageous although programming vocational courses will be accepted</li> </ul>
Technical Requirements	<ul style="list-style-type: none"> <li>● Computer Processor is at least Intel Core i3 (for both primary and backup computers)</li> <li>● Computer Memory/RAM is at least 4GB (for both primary and backup computers)</li> <li>● Computer Operating System is at least Windows 7, MAC OS/X , Ubuntu (Linux)</li> <li>● Both Primary and Backup Internet connections should be running on a 3Mbps plan or higher to get a download speed of at least 2Mbps</li> <li>● USB Headset with Noise Cancellation Feature</li> <li>● A quiet work environment</li> </ul>

Compensation Package	
Rate Per Hour	<ul style="list-style-type: none"> <li>● Wordpress Programmer - starting at \$ 4.00 per hour (Full Time Base Salary: \$693/month; Part Time Base Salary: \$346.66/month)</li> </ul>
Full Time	<ul style="list-style-type: none"> <li>● 160 hours a month or 40 hours a week</li> <li>● Paid every Wednesday via PayPal</li> <li>● PayPal Fee is paid by company</li> </ul>
Part time	<ul style="list-style-type: none"> <li>● 80 hours a month or 20 hours a week</li> <li>● Paid every Wednesday via PayPal</li> <li>● PayPal Fee is paid by company</li> </ul>
Work Shift / Schedule	<ul style="list-style-type: none"> <li>● Fixed or Flexible schedule - depends on what works for you</li> <li>● Some projects allow various working hours throughout the day</li> <li>● Let us know what your preferred working hours are and we'll match you with the right client</li> <li>● We have clients from the US, UK, HK, AU, NZ, etc.</li> </ul>
Trainings	<ul style="list-style-type: none"> <li>● You will have a Company Trainer to ask about any challenges you face in your daily tasks</li> <li>● We have specific skill sets you will be required to learn – easy stuff</li> <li>● It is expected you will be constantly improving your education</li> <li>● Access to additional training programs you can do in a self-study environment which will increase your base pay if your contributions help build our company</li> </ul>
Holidays	<ul style="list-style-type: none"> <li>● US statutory holidays are followed and paid (Christmas Eve, Christmas Day, New Year's Day)</li> <li>● Earn 1 paid day off every 6 months work</li> </ul>
Bonus	<ul style="list-style-type: none"> <li>● Performance based bonus</li> <li>● Paid out annually on December 15th</li> </ul>



Core Competencies	
Key Competencies	Performance Standards/Results
Effective Communication	<ul style="list-style-type: none"> <li>● Presents information both clearly and concisely and regularly confirms correct interpretation of information.</li> <li>● Very high standard of communication skills both written and oral for the presentation of facts and ideas.</li> <li>● Written communication must be clear, concise, and easy to read and comprehend.</li> </ul>
Organization of Work	<ul style="list-style-type: none"> <li>● Demonstrates the ability to handle several projects simultaneously.</li> <li>● Implements the key principles of time management, task allocation and priority assignment in addition to personal organisation.</li> <li>● Continually seek ways to improve the service provided via development of professional skills and personal growth.</li> <li>● Initiates and responds to suggestions for improving service.</li> </ul>

Position Requirements / Selection Criteria
<b>Essential Knowledge, Skills and Abilities</b>
Extensive computer and internet literacy
High Speed Internet Connection
Highly Proficient in English Language
Available to work on US business hours
Long term commitment
Proficiency with advanced Microsoft Office applications including Word, PowerPoint and Excel; and Google suite
Attention to detail and a high level of accuracy in all output
1+ years prior experience in Wordpress Programming
Must be able to work with minimum supervision
Open to ongoing training