



**Position:** Front End Digital Fulfillment Specialist

**Hours:** Monday to Friday from 8:30 a.m. - 4:30 p.m.

*PBC Multi Media*, Manitoba's 25-Year Leader in Search, has uniquely positioned itself as Westman's home-grown experts in connecting local people with the businesses of our community. Through our results-driven products and services, we deliver industry leading ROI in marketing and advertising. We serve businesses that are keen on growing - and we're looking to grow with you.

As a *Front-End Digital Fulfillment Specialist*, your primary responsibility will be to create and maintain browser compatible, responsively-designed web products, with a focus on high-quality user experiences. This will include the following:

1. Building/rebuilding, and maintaining, contemporary websites using a licensed web platform. Some will be e-Commerce enabled.
2. Building and maintaining social media-driven websites using a secondary licensed web platform.
3. Submitting data for Listing Management syndication, GMB claiming, and similar.
4. Building-out Client Landing pages on *myPBC.ca*, and assisting with ongoing design changes *on the same*.
5. Registering and re-registering domain addresses, and building domain-forwarding redirects to *myPBC.ca*.
6. Reaching out to new/existing organizational customers to sell/cross-sell digital services.
7. Working as part of a growing team, and advising on future opportunities and applications for success.

Technical Skill Requirements:

- Hypertext Markup Language (HTML)
- Cascading Style Sheets (CSS)
- Javascript

Soft Skill Requirements:

- Effective communicator in English (oral and written).
- Effective communicator via phone and technology (virtual meetings and typing).
- Ability and willingness to work in a fast-paced, customer-centric, team environment.
- Additional languages beyond English considered an asset

Technical Skill Assets (not Requirements):

- Front-End Developer Structures: CSS Frameworks/Preprocessing, Javascript Frameworks/JQuery, and Extensible Markup Language (XML)
- Web Development Languages: Hypertext Preprocessor (PHP) & C-Sharp (C#)
- Database Management: Application Programming Interface (API) & Structured Query Language (SQL)
- Design Products: Adobe Indesign
- Search Engine Marketing (SEM) and Search Engine Optimization (SEO)
- Web/Email Hosting and G Suite Products
- Elastic Search Knowledge

Education and Experience Assets (not Requirements):

- Digital Fulfillment experience in a business environment, including front-end website development building or back-end coding.
- College or University Diploma in an associated field.
- Previous Sales/customer service experience
- Established business/industry contacts

**To apply for this position please send your resume to West-Can HR Solutions at [Camilla@wchrs.com](mailto:Camilla@wchrs.com).**