Assistant Manager/Senior Assistant Manager
Singapore Institute of Technology

Job Title	Assistant Manager/Senior Assistant Manager
Department	Corporate Communications (Web)
Institution	Singapore Institute of Technology
	Singapore, , Singapore
Date Posted	Jun. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Public Relations/Marketing
	Computing/Informational Services
Job Website	https://careers.singaporetech.edu.sg/cw/en/job/498703/assistant-managersenior-assistant-manager-corporate-communications-web
Apply By Email	
Job Description	

Assistant Manager/Senior Assistant Manager, Corporate Communications (Web)

Job no: 498703
Department: Corporate Communications
Contract type: Contract

You are responsible for the planning, development and maintenance of the Institute's websites. You will oversee website architecture and functionality and work with stakeholder departments as needed for each project. The role requires you to work closely with the Digital Transformation Office and the IT division regarding web strategy, technology support, implementation and website security. You will

plan website maintenance and cyclical refresh or revamp of the website in accordance with the Institute's branding efforts and priorities.

Key Responsibilities

- Manage the Institute's panel of term contractors providing web development services, including vendor exploration and qualification, drafting and organising public tender to appoint term contractors, performance review and renewal.
- Strategic planning and supervision of the Institute's collection of websites/microsites, ensuring that the Institute's overall web presence is well-organised, coherent, updated and effective.
- Understand operational requirements and objectives from stakeholders and direct-term contractors to develop web user journeys and interfaces to achieve them.
- Work with web content contributors to strategically focus content as a key part of the overall user experience.
- Maintain effective working relationships with internal stakeholders as well as external agency partners.
- Provide monthly reports on website performance as well as progress updates on ongoing maintenance efforts and projects.
- Offer expertise and guidance in Salesforce, Drupal and SharePoint to facilitate business growth and development.

Job Requirements

- Bachelor's degree in computer science or related field.
- Minimum three years of progressive experience in website development.
- Experience in developing and/or maintaining web applications and Content-Management Systems (CMS) (e.g. SharePoint, Drupal).
- Proficient in HTML, CSS, JS, Bootstrap and JQuery.
- Solid knowledge of Google Analytics (GA4).
- Understanding and implementation of GPT is an added advantage.
- Web and Tech Savvy with strong interest in keeping up with latest trends.
- Excellent communication and collaboration skills.
- Eagerness to learn and grow in a digital environment.

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Apply now
Advertised: 13 Jun 2024 Singapore Standard Time
Applications close: 12 Jul 2024 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore