

## Internship Description

### Title

Web Developer / SEO Specialist.

### Department

Web Development, Online Marketing.

### Skills and Tasks

An intern will gain practical experience in web development, graphics design, SEO (Search Engine Optimisation), online marketing, localisation, hosting and website maintenance, handling customers queries and phone calls, project management, records keeping, reporting, working with servers and hosted applications, localising websites, and various Internet related tasks: posting articles, renewing links, updating content online, ad publishing etc. This can be applied for future web design, development and localisation jobs. The Intern will gain professional experience in creating new websites and updating existing ones, hosting support for existing clients, improving the visibility of company websites over the Internet, maintenance of office computers, pricing and quotation of websites and graphics design.

### Payment

This is an unpaid internship. The payment is assumed by educational institution, scholarship fund or an Intern themselves. The company may decide at its own discretion to pay the Intern some bonuses relating to their performance and achievements in a form of pocket expenses (e.g. public transport and lunches). Accommodation will not be provided, but the company can assist in arranging it. The Intern will have to have reasonable finances for a stay in Ireland during the Internship period.

### Agreement

The Intern should provide a sample agreement from their educational institution or authority paying for the scholarship. If the Intern is applying directly, the company will send its own agreement to sign.

### Mentor

The Organisation will assign a mentor to support the Intern during the Internship.

### Skills Required

The intern will be working mainly with Wordpress and Joomla websites, basic knowledge of those CMS will be an advantage. Understanding of Google Analytics and SEO (Search Engine Optimisation), basic knowledge of html/php editors (e.g. Dreamweaver and Expression Studio) is beneficial. Good English language and communication skills are required. An ideal candidate should also have some knowledge of graphics software (e.g. Photoshop).

### Qualifications Details

Leaving certificate or equivalent. Must be fluent in English. Second language is an advantage.

### Contract Type

Duration: 3, 4, 5, 6, 9 or 12 months

Type: Part Time / Full Time

Days per week: 5 (Monday - Friday)

Office working hours: 09:00 - 18:00

Minimum / Maximum hours per day: 4 / 8

Minimum / Maximum hours per week: 20 - 25 / 35 - 39

Start date: \*Subject to availability

### Location

Limerick office: 18 Mallow Street Upper, Limerick, Ireland