



## **Matchbin Website Manager Job Description**

### **Account Manager**

#### Responsibilities:

- Work with accounts to design individual sites.
- Train accounts on using the web sites.
- Ongoing technical support for account.
- Act as the single point of contact between client and company.
- Resolve all Matchbin related problems and concerns of the client
- Work with sales team in upgrading the client's product line
- Participate in the QA and testing of the client's site

#### Desired Skills and Abilities (but not required):

- Customer support experience
- Web Design
  - Knowledge of HTML/CSS
  - Knowledge of Photoshop
  - Creativity
- Ability to navigate the internet
- Ability to learn new things quickly
- Ability to organize and prioritize responsibility

#### Position:

- Full Time
- Pay is based on experience - \$20,000 - \$30,000/year starting salary
- Benefits
  - Health Insurance
  - Paid Time Off
  - Possibility for advancement

For more information or to apply, contact or send resumes to:

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