

TESY is a leading producer of innovative water heaters and heating appliances with export to more than 50 countries around the world. Our success throughout the years is based on our international team of young, intelligent and ambitious professionals, who make the dreams come true. We are fully involved in facilitating and accelerating knowledge transfer, motivating and involving our employees and encouraging a social and human commitment. Join us today on a trainee program of a

Website Administrator Internship

based in Sofia

Position Summary

The Website Administrator Intern will be responsible for supporting the Marketing Department in the administration of the online platforms owned and managed by TESY.

This entails the publishing of content on TESY websites. The role also includes assistance in competitor performance analysis and following popular trends to incorporate into the company's digital strategy.

Job Profile

- **Websites**
 - Keep TESY's website content and design updated, fresh, backed up and fully functional for all language versions.
 - Support in exploring marketing techniques such as blog posting, link-building and SEO to draw more users to the website.
 - Collaborate with marketing and development teams to discuss, analyse or resolve usability issues.
 - Set up or maintain monitoring tools on web servers or web sites.
 - Develop or implement style guidelines for web site content.
 - Develop or implement procedures for ongoing web site revision.
 - Track website performance by checking KPIs and analyse usage data.
 - Document operational activities.

Job Requirements

Education: Student in his/her last years or with university degree in Computer Science, Information Technology, Public Administration, Marketing or a similar field.

Specific focus:

- Comprehensive understanding of basic website administration, UX, SEO and Internet technologies.

- Interested in online marketing and web content development and good understanding of major marketing channels.

Language skills: Excellent command of English (both written and spoken), other foreign language(s) will be considered as an advantage.

Computer literacy: MS Office, UI/UX, Web design, experience with PM systems, CMS and Web development will be considered as an advantage.

Inter-personal skills:

- Responsible, self-motivated and well-organised individual;
- Excellent communication and interpersonal skills;
- Outgoing, open and honest personality;
- Strong team player.

We offer

- Opportunity to join internationally recognised company with high standards of work and collaboration between people and teams.
- Professional development opportunities and career growth.

If you are inspired by the opportunity to join us and believe that the position fits to your professional development, please send us your CV - recruitment@tesy.com. Only short-listed candidates will be contacted. All applications will be treated with strict confidentiality.