

J O B P O S T I N G

Atlanta Office Chicago Office

JOB TITLE: Web Master

DEPARTMENT: Corporate Information Services (CIS)

Exempt Nonexempt

DUTIES & RESPONSIBILITIES:

- Install, update, design, configure, maintain, tune, analyze, and optimize Web site pages, software, and scripts on the virtual server. Including:
 - Regularly check log files for activity.
 - Maintain backups of the Web site pages.
 - Create online forms for feedback and client requests.
 - Check third party content material for spelling errors and coding errors.
- Edit, proofread, and revise underwriting manual documents
- Compile underwriting manual documents into Windows Help (.HLP) or convert to HTML format, and create files for distribution.
- Create a new look-feel for Web site in accordance with Marketing Dept. direction. This includes graphics Manipulation and design.
- Recommend and manage content management system.
- Monitor industry trends, technologies, and standards – research and recommend.

SKILLS & KNOWLEDGE REQUIRED:

- 2+ years HTML
- 2+ years JavaScript, Perl, VB Script
- 2+ years CSS
- 2+ years PhotoShop / Illustrator
- 2+ years graphic manipulation
- Windows IIS Server experience
- Experience with content management systems
- Some Knowledge of Unix and FTP commands
- MS office

PREFERRED SKILLS:

- Graphic design experience
- 1+ years of SQL preferred

APPLICATION INSTRUCTIONS: Provide a current resume and cover letter addressing your experience in the specified requirements and forward them to careers@marclife.com

July 10, 2007