

Web Content Officer

(working 40 hours/week)
commencing 15 July 2018

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The German European School Singapore (GESS) is a multi-lingual, not-for-profit, international school in Singapore with a distinct European flavour. At our two green campus locations GESS provides international education to 1,550 students of more than 50 nationalities from Pre-School to Grade 12. Since its foundation in 1971, the school has evolved into a school with two sections: as an authorised IB World School our European Section offers tuition in English for students from three years old to high school across all three IB programmes, the PYP, the MYP and the IB Diploma. As an accredited 'Excellent German School Abroad', the German Section of GESS offers all major German school leaving certificates. GESS is a private school association led by an elected committee and the school management. Currently, more than 300 full and part-time staff are employed at the school. In August 2018, GESS will move to a new site in central Singapore to a purpose built, brand new school campus.

Responsibilities:

- Create, develop and manage content for organisation's bilingual web presence (requires working with CMS Systems (2 public pages, 1 internal communication portal)
- Maintain a consistent look and feel throughout all web properties (Corporate CI)
- Maintain and update existing website content on a daily basis
- Design and layout of web pages in cooperation with the Graphic Designer
- Proofread all web content
- Review statistics and monitor Google analytics on a weekly basis
- Integration and maintenance of SEO according to the existing SEO campaign
- Plan for functional changes and improvements of the CMS Systems
- Keep current with emerging web technologies
- Archiving of web content

Requirements:

- Degree/Diploma in Multimedia, Web design, Web Programming or equivalent
- Familiar with interactive web technologies, content management systems (HTML, CSS)
- Experience in Photoshop advantageous
- Good knowledge in SEO and SEM
- 3 years of relevant working experience
- Excellent communication and project management skills
- Demonstrated ability to work independently and flexibly, as well as cooperatively as part of a team
- Ability to organize work, manage time, determine priorities and meet deadlines
- Ambitious, self-motivated and open-minded personality with ample cultural awareness who is eager to work in a multi-cultural team
- German language skills on a native level, along with excellent written and spoken English skills

We offer an exciting working environment in an international and cooperative team. Your application should include a letter of application, your complete resume, salary expectations and a recent photo. Please indicate your reasons for applying for the position. Submit your application via our Careers Page at www.gess.hbcareers.com.

As in any professional international school, GESS has a Child Protection Policy. Our recruitment process reflects this policy in that we ask for a police clearance check and further background checks for shortlisted candidates.

Human Resources

German European School Singapore

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