

# HIRING: WEBSITE DESIGNER

## About Us

Most small businesses lack the time and expertise to build marketing that gets results. At Mountaintop Web Design, we craft digital marketing solutions so our clients can get more leads that turn into customers.

We founded Mountaintop Web Design because we were tired of seeing people wasting money on bad marketing. We do digital marketing the right way by providing top tier marketing services combined with amazing customer service, integrity, and an emphasis on bringing our clients a return on their investment.

We focus on delivering solutions that produce tangible results for our clients.

Do you thrive in a fast paced & collaborative environment, love wearing multiple hats, and want to be on the ground floor of a growing company? If so, keep reading.

## About the Role

- **Client Requests:** Work on client requests in a timely manner to complete tasks
- **Website Design:** Responsible for the design and building of websites for per the client's requirements
- **Graphic Design:** Responsible for the design of logos, brochures, and other marketing materials
- **Project Communication:** Provide effective and timely communication in project management software and Slack
- **Marketing:** Implement internal and client marketing campaigns on website, social media, and content creation
- **Other Duties as Assigned:** This role will have the opportunity to wear many hats and learn many skills

## Expected Outcomes

- **Within 30 Days**
  - Fully understand daily operations, project workflow, and software used
  - Become familiar with clients and typical requests
  - Grow to independently handle client requests to resolution
  - Be able to work comfortably designing in WordPress independently
- **Within 45 Days**
  - Showcase improvements with customer satisfaction and project timeliness
  - Improve efficiency of client requests and implementation of website changes
  - Understand website design & search engine optimization best practices
  - Be able to assist with basic WordPress troubleshooting of issues that arise
- **Within 60 Days**
  - Provide input and assist with internal marketing projects
  - Be able to implement client requests on website with minimal supervision
  - Assist with the development of additional product offerings
  - Leverage marketing tactics to grow our brand awareness

## Must Have

- Embodiment of our core values (see below)
- 2+ years of WordPress experience
- 4+ years of graphic and website design experience
- 1-3 years of UI/UX design experience
- Excellent communication skills – written and oral
- Track record of dependability and accountability
- Demonstrated ability to learn quickly
- Associate's degree in related field
- A portfolio of work demonstrating skills and experience
- Expert knowledge of related graphic design applications such as Adobe Creative Suite
- Understanding of the foundations for good design principles and UX/UI for website design
- Ability to stay up to date with the latest design trends, wireframe tools, design tools, and other technologies

## Nice to Have

- Bachelor's degree in related field
- Digital marketing experience
- Project management experience
- SEO experience
- Google Analytics experience

## Our Core Values

- Integrity
- Excellence
- Customer Centered
- ROI for Clients

## Schedule

- Monday-Friday
- Flexible working hours
- Part-time contract
- Remote

## Compensation

- \$18-24 per hour, pending experience

## Applications

To apply, please fill out our application here: <https://mountaintopwebdesign.com/careers/application/>

On our application, do not submit a pre-recorded or generic intro video. Please respond directly to our questions in a single take and do not edit the video, as we want to learn more about how you communicate.