

2.1 Sample:

Subject: We are looking for a Super Ninja Client Liaison/project officer person

Job Details

We are a high-level Web Design Agency and very very busy. We are looking for a Super Ninja Client Liaison/project officer person. We need someone who is clever, well-organised, detail-oriented, reliable and trustworthy. In addition, this person we are looking for should be flexible, imaginative, has initiative and innovative.

Qualifications are:

- Must have good understanding of the Web Design and Development process and all steps within.
- Should be familiar with Web Design terms of reference (don't have to code or actually design)
- Can Identify parts of the website and match needs of clients
- Must be available for work full time to complete and make sure projects processes are being followed and deadlines are being met.
- Must be a native or near-native speaker of English and have excellent verbal and written communications skills. Will have to speak with Australian clients and understand jargon.

Responsibilities of a Project Officer:

- Speak to clients and walk them through the Web design process
- Interview clients to match their specifications for the website
- Liaise needed documents or files
- Create website content and creative brief and site maps
- Communicate to clients for approval of web design
- Make sure that deadlines are being met and time frames are being followed (chase up designers and clients)
- Schedule projects, track project progress and ensure projects are all on schedule
- Collaborate with the Web Design Team for web designs
- Confirm and Verify that projects are implemented according to proposals and plans
- Work with management to develop and improve processes.

Compensation is based on an hourly rate and will be discussed to successful applicants. Bonus incentives apply based on performance. Position needed to be filled ASAP, will start with a one day test (paid). Successful applicant will be on a 3-month probationary period or earlier depending on performance.