



Title	Web Developer
Classification	Full-Time
Date Updated	January 2018
Department	Marketing
Reports To (Title)	Marketing Manager

Supports execution of website development and online marketing initiatives as they pertain to web design, website development, and data management. Provides tactical support and guidance to meet deadlines, while providing occasional administrative support as needed.

Principal Duties and Responsibilities

- Update and maintain Maple Systems website, online store, and email marketing templates by writing or modifying code, editing text, and uploading images.
- Create and publish new landing pages and email marketing templates as directed.
- Investigate, troubleshoot, and fix website/online store bugs/issues in timely manner.
- Clean-up and modernize current website and online store code to minimize crashing and browser compatibility issues.
- Have a strong knowledge of current UI, UX, SEO, and cross-browser compatibility issues.
- Maintain database programming.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Strong knowledge of Adobe CS5 or above (Photoshop, Illustrator, InDesign, Flash, Dreamweaver)
- Proficient in HTML/CSS/HTML5/CSS3, JavaScript and ASP/MSSQL programming languages. Experience with ASP.NET/C# and MySQL a big plus.
- Organized professional with ability to work both independently and as part of a team. Must have the ability to prioritize, be adaptable, change gears, and multitask.
- Strong knowledge of Microsoft Word, Excel, and Outlook
- Excellent written and verbal communication skills
- Familiarity with email marketing services (i.e. JangoMail, Mailchimp etc)
- Strong understanding of UI/UX web design fundamentals and best practices

Benefits:

Maple Systems is an employee-owned company and offers an excellent benefits package including paid vacation and sick time, 401K plan with match, and employee stock. We also offer 100% paid medical, dental, and vision insurance for Maple employees. If interested, please submit a resume and cover-letter with salary requirements to info@maplesystems.com. Applications without a cover letter will not be considered.

**Supervisory Responsibility:**

This position does not supervise others.

Education/Experience:

Bachelor's Degree from a four year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret code, procedures, or governmental regulations. Ability to write reports of findings via email and Skype. Ability to effectively present information and respond to questions from manager or group of managers, co-workers, and the general public.

Reasoning Ability:

Ability to research, define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in diagram or table form and deal with several abstract and concrete variables.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is in a standard office environment with desktop business equipment. Noise level is moderate. This is not a remote position, nor will you have the ability to work from home.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for long periods of time in front of a computer screen. The employee must constantly reach with hands and fingers. Employee must be able to work in close contact with small and large groups. Frequent listening and talking is required. Extensive keyboard typing is required.