



## Web Admin / IT assistant (Hua Hin)

### Profile Details:

- Thai nationality only and age between 24-35 years;  
Bachelor's degree in Computer Science/ Communication Arts or related fields;
- At least 1 years or more experience working with website administration and maintenance;
- Strong organizational, time management and communication skills are essential;
- Computer knowledge and understanding of basic web technologies (FTP, browser, basix HTML, CSS, JavaScript, JQuery, MS office and Photoshop etc.)  
The experience of Wordpress or any other CMS platform;
- A good team worker open to feedback;
- Understanding of responsive web design;
- Fluent English and basic communication skills.

### Job Description:

- Generate and update website content (products, reviews, articles, promotions and other content);
- Plan, define and implement website changes and functional improvements;
- Maintain, update and backup online projects;  
Monitoring and troubleshooting of websites. Fix performance issues and deal with errors;

**Salary:** THB 15,000 /month (negotiable)

**Benefits of working with us:** 5-day workweek, social insurance, possibility to work remotely, training and coaching

### Contact Us:

Send your cover letter and resume to [info@deepmixmedia.com](mailto:info@deepmixmedia.com)