

# Join US!

## Junior Executive (WEB ADMIN)

### Responsibilities ;

- Updating all information and monitoring RCL Website to be efficiency.
- Implement landing pages for support company strategy.
- Monitor and analyze useful insight about website traffic in part that related with team.
- Implement proactive monitoring and alerting to detect issues before they impact users.
- Actively encourages feedback from all stakeholders and forward all information or issues to each location or related departments in HQ for handle.
- Communicates information about the company's service and location info with the customers.
- Accurately records the information of all stakeholders who contact us via corporate customer service email and update the progress until close the job.
- Update weekly & monthly reports to Communication & Branding Department.
- Co-Work with other teams for development website.
- Other assignment by Direct Supervisor.

### Qualifications ;

- Degree in Business Administration, Marketing or a related field preferred.
- At least 3 years working experience as Digital Marketing, Online Marketing, Web Administrator
- Have the working experience in Google Ad & Google Analytic
- Have the working experience to handle all issues and complain from the customer and deal with related internal & external parties for solving & close the job.
- Have excellent written and verbal English communication skills
- Good computer skills such as MS. Office, PIKTOCHART or familiar program.
- Have the working experience in SEO/ SEM/ User Experience will be advantage



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