

IT and Web Technologies Officer

Good Environmental Choice Services Pty Ltd

Duty Statement:

Good Environmental Choice Services Pty Ltd manages the verification, certification and post-licensing activities of manufacturers seeking to obtain and maintain the Good Environmental Choice Label. This positions primary role is to ensure a high level of both IT support and IT technologies deployment and development is delivered to the organisation to support its core business strategy.

Supervisor: Executive Officer

Duties:

1. Administer regular server and physical backups
2. Maintain and develop the company website
3. Maintain and program with Access and SQL a wide range of databases.
4. Develop and maintain online web pages
5. Ensure the effective operation of a Windows SBS 2003 environment running Vista and Office 2008 workstations.
6. Maintain and administer the GECS email list, in particular ensuring unsubscribe requests are dealt with in a timely manner and that all emails sent out conform to the appropriate legal guidelines
7. Deliver a wide range of programming support with more sophisticated web and programming technologies.
8. Have an established working knowledge of PHP, SQL, HTML, Java with a preference for on-line technologies.
9. Have a wide IT knowledgebase that can serve the organisations business projections for at least 3 years.

The IT Officer is required to work unsupervised for a large portion of the time, and as such is assumed to be willing and able to organise their time in an efficient manner in order to fulfil the core functions of the position. As the websites are a key component of GECS's corporate face, the IT Officer is expected to undertake rigorous quality control measures when performing tasks related to the websites, databases and emails.