



Webdev Specialist

As a Webdev Specialist, you will support our Web Development & Design team in production of pre-formatted websites for our customers.

Thoughtexchange empowers organizations to lead group discussions about things that matter. Leaders from all over North America inform critical decisions with powerful, patent pending analytics and visualizations supported by a world-class service team. Millions of thoughts have been shared and rated on the Thoughtexchange platform and with a fresh round of financing Thoughtexchange is ready to scale.

This role is an on call contract position supporting our Web Development & Design team. Compensation is an hourly wage commensurate with experience and we anticipate an average of 10 to 20 hrs/week with the potential to develop into other responsibilities as we grow.

What you'll be responsible for:

- Production of pre-formatted websites using Wordpress CMS with strict deadlines
- Gathering data from various internal sources and accurately entering into spreadsheet templates
- Formatting and optimizing photos for websites
- Uploading spreadsheet templates and photos into Wordpress using import tools
- Verifying accuracy of completed websites
- Coordinating with our Service team to ensure the final websites exceed customer expectations

What you bring to the table:

- Very detail oriented
- Wordpress experience preferred
- HTML, CSS, FTP skills are assets
- Knowledge of spreadsheets
- An aptitude for multitasking and prioritization
- Keen organizational skills with a proven ability to meet deadlines
- Strong interpersonal and communication skills
- Ability to work from home with your own internet and hardware

About Thoughtexchange

- We provide software and services to let customers lead online group conversations with 5 to 50,000 people
- Our patent pending algorithms analyze our large volumes of collected data to provide deep insights for our customers, allowing them to make informed decisions
- We are a team of more than 100 inspired people
- We have closed more than \$18M of investment from some of Canada's top investors

Visit us at thoughtexchange.com and apply to cyrena.wray@thoughtexchange.com