



Website Administrator

Work Hours Monday to Friday 9am – 6pm

After probation the option to work 3 days a week from home

We are actively reviewing the economic situation and ensuring salaries take account of rising inflation

The Chartered Institute for Securities and Investment is the leading Chartered Professional Body for Securities and Investment Professionals globally.

Headquartered in the United Kingdom and established 30 years ago, the Institute, which is also a registered charity, has a global workforce of over 180 staff and net reserves of over Rupees 3 billion (30,000 lakhs).

For further information please visit www.cisi.org.

Colombo is the Institute's key operational hub, outside London, creating cutting edge application solutions to our clientele consisting of our members and leading financial centers worldwide.

CISI's Marketing and Communications team is experienced, diverse and fun-to-work with. There are approximately 18 people based in three countries and operating across eight international offices. Our cross-functional scope combines multiple activities such as Strategy and Operational Marketing, Media and Communications, Web, Design, Commercial Events, Video Production and Editorial and Content Marketing.

We are looking for a dynamic and dedicated website administrator to work within our in-house web development team on full-time basis, based in our Colombo office. This is not web development role and is purely focussed on maintaining our front end user experience.

You will be working with an international team – with a line manager based in London. The ability to communicate effectively, work autonomously and be confident with being managed virtually is essential for this role.

You will have a range of responsibilities including:

- Updating and maintaining existing websites using our large-scale CMS (Sitefinity)
- Day to day administration of changes to the main CISI website
- Maintaining the online document database
- Creating online forms and surveys
- Preparing reports for internal clients to ensure their content remains up to date and accurate

We are looking for candidates with the following key skills and experience required

- An interest in working with websites and improving our customers user experience
- Experience using a CMS to update and publish website content
- Thorough understanding of the Microsoft Office suite
- Excellent communication skills and fluent in written and spoken English
- Able to work autonomously, managing your own workload and working to deadlines

Please let us know if you speak an additional language such as Spanish, Mandarin or Arabic.

The offer of employment will be subject to satisfactory references including a police report.

We also offer a competitive salary and a wide range of benefits after probation, which we have recently increased. These include:

- ✓ A friendly work environment and training throughout the career path
- ✓ Hospitalisation cover for you and your family
- ✓ Medical reimbursement allowance
- ✓ Life Insurance cover
- ✓ Travel Allowance
- ✓ Sports club allowance
- ✓ After probation the option to work 3 days a week from home

If you believe that you are the ideal person, please send us your resume stating the position applied on the subject field.