

# Junior WordPress Editor

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**JOB POSITION:**  
JUNIOR WORDPRESS EDITOR

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**LOCATION:**  
MILAN, ITALY  
BOCCONI FOR INNOVATION  
VIA BOCCONI N°6, 20136

**PART TIME**  
**IN-PERSON**



## Position Overview

Terraviva Competitions seeks a part-time Junior WordPress Editor to manage and update website content, graphics, and basic e-commerce tasks. Requires WordPress proficiency, and basic HTML/CSS skills. Enjoy flexible hours and remote work opportunities.

## Key Responsibilities

### Content Management:

- Update and maintain website pages and posts using WordPress and WordPress builders, with Nimble Builder knowledge being a plus.
- Ensure all content is visually appealing and aligns with brand standards.
- Regularly review and refresh website content to keep it current.

### Graphic Maintenance:

- Design and upload images, banners, and other graphical elements.
- Ensure all graphics are optimized for web performance.

### Basic WooCommerce Management:

- Update product listings and prices.
- Manage product categories and tags.
- Monitor and ensure the smooth operation of the online store.

### Front-End Development:

- Make necessary adjustments and improvements to the website's front-end.
- Ensure the website is responsive and user-friendly across all devices.

### Basic Back-End Support:

- Provide basic support for back-end operations.
- Assist with plugin updates, backups, and security checks.

### Collaboration:

- Work closely with the marketing and design teams to ensure content aligns with promotional efforts.
- Assist in the development of new pages and site features as needed.

## Requirements

### Technical Skills:

- Proficient in WordPress.
- Basic experience with WooCommerce.
- Basic understanding of HTML, CSS, and JavaScript.
- Familiarity with graphic design tools such as Adobe Suite.

### Professional Skills:

- Strong attention to detail and organizational skills.
- Excellent communication and teamwork abilities.
- Ability to work independently and manage time effectively.

### Experience:

- Previous experience in a similar role is preferred but not required.
- Experience with eCommerce management is a plus.

### Languages:

- Proficient in English for writing and communication.
- Proficient in Italian for communication and content updates.

## Benefits

- Flexible working schedule, requiring at least 12 hours in-person per week, with the option to work remotely to complete weekly tasks as needed (20 hours per week in total).
- Opportunity to work with a dynamic and supportive team.
- Gain experience in a growing company with potential for career advancement.

## How to apply?

If you are passionate about website development and have the skills and experience to excel in this role, we would love to hear from you!

- Applications must be sent by email to [jobs@terravivacompetitions.com](mailto:jobs@terravivacompetitions.com)
- Write in the subject of the email the position for which you are applying followed by your first and last name (ex.: Communication Specialist\_John Smith)
- Attach your updated CV and a cover letter detailing why you are the ideal candidate for this position (max. 20 MB in total)
- It is not necessary to write any text in the body of the email
- After the closing of the application, candidates will be notified by email whether they have been shortlisted or not for next selection step

