WEB OPPERATIONS

Accurate, Time Efficient Ad and Content Posting to Web Related Publications.

Be Knowledgeable of the Internet

- Understand the foundations of the internet and how it works

- Understand HTML, XML, their specifications and uses

- Understand ad contracts in their entirety

- Understand internet options and limitations and how we can best use them

Be Knowledgeable of Software Applications

- Trouble shoot files

- Offer and request assistance from team members

- Use proper tech support when needed

- Determine how new technology can improve our process

Be a Good Communicator

- Listen to customer and co-worker needs

- Explain quality issues in objective terms

- Pay attention to details

- Ask questions and have a proactive attitude

- Develop professional working relationships by good communication and feedback

Provide Excellent Customer Service

- Respond quickly to questions and requests

- Be realistic about meeting tight timeframes; commit to only what you can deliver

- Build confidence with co-workers and clients

- Treat everyone as your equal

- Suggest ways to save time and money

- Follow up with status

Implement Efficient and Innovative Processes

- Think outside the cube

- Continually challenge yourself by setting and achieving goals

- Create workflows that are easy to follow and regularly maintained

- Implement the most efficient processes

- Cross train to be a more efficient team

- Utilize production knowledge for producing a more efficient project

- Align our goals and actions with those of the corporation

- Perform continuous department evaluations

- Focus on the outcome