

Web Administrator Intern

Reach us

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**Email your
CV to
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to apply for this
position.**

About us

Lybra Training, Coaching & Consulting N.V. was established on January 26, 2011, in Paramaribo, Suriname. We provide services in training, coaching, and consulting for small and large businesses and organizations in the public and private sector. Lybra is your partner in providing effective solutions to enhance the intellectual, emotional, and physical balance of individuals, teams, departments, and organizations.

Requirements

- Ability to manage personal productivity and manage tasks on time.
- Show teamwork and ability to organize your own tasks.
- Great oral and written communication skills in English and Dutch.
- Knowledge of technical and functional requirements.
- Aware of security aspects in software development.
- Excellent multitasking, organization, and communication skills.
- Experienced with basic MS Office applications (Word, Excel, PowerPoint, Outlook).
- Knowledge of web development languages, such as HTML, CSS, JavaScript, or PHP.
- Proactive and open to new endeavors.

Responsibilities

- Manage and maintain web applications.
- Creating and maintaining documentations.
- Test, debug, and troubleshoot code when necessary.
- Integrate data from various back-end services and databases.
- Monitoring website traffic, search results, and developing strategies.
- Assist in training-related events within the organization, enhancing team skills and knowledge.
- Perform other duties as assigned, adapting to evolving organizational needs.

Good to know

- Reasonable hours, Mon to Fri from 08:00 – 16:00
- Opportunities for on-the-job training
- Work experience is not a requirement