STM Consulting is hiring!

STM Consulting is a leading provider of tailored services for the iGaming industry. With a focus on innovation and client success, we offer a comprehensive suite of solutions including managed services, digital marketing, graphic design, content creation, consultation, and a robust iGaming platform.

Our experienced team brings together industry expertise, cutting-edge technology, and a collaborative approach to help operators thrive in a competitive market. Whether it's optimizing player acquisition, enhancing customer support, or driving brand visibility, STM Consulting delivers exceptional results, tailored to meet the unique needs of each client. With a proven track record, global reach, and a passion for excellence, we are the trusted partner to elevate your iGaming operations to new heights of success.

JOB TITLE	Junior IT & WordPress Administrator
DEPARTMENT	Information Technology
JOB LOCATION	Mauritius, Jin Fei
LOCATION TYPE	Hybrid
EMPLOYMENT TYPE	Permanent – Full Time
WORKING HOURS	09:00 – 17:00 – Monday to Friday
CLOSING DATE	08th December 2024

Job Overview:

We are seeking a proactive and detail-oriented **Junior IT and WordPress Administrator** to join our growing team. In this role, you will be responsible for managing the technical aspects of our website (built on WordPress), assisting with IT infrastructure and support tasks, and maintaining tools like Google Analytics and Google Workspace. This position offers an exciting opportunity to gain hands-on experience in IT administration, WordPress management, and digital analytics within a dynamic, fast-paced environment.

Key Responsibilities:

- **WordPress Administration**:
    - Assist with the management, maintenance, and optimization of the company's WordPress website.
    - Update, configure, and troubleshoot WordPress themes, plugins, and core files.
    - Support the development and deployment of new website features and functionality.
    - Ensure website performance, security, and uptime by managing backups, updates, and monitoring.

- **Google Workspace Administration**:
    - Manage Google Workspace (formerly G Suite) user accounts, including email setup, permissions, and security settings.
    - Support team members with Google Workspace tools like Gmail, Drive, Docs, Sheets, Meet, etc.
    - Assist in troubleshooting and resolving issues related to Google Workspace apps and integrations.

- **Google Analytics Management**:
    - Set up and manage Google Analytics for tracking website traffic, user behavior, and conversion metrics.
    - Generate reports on website performance, providing insights to the marketing team.
    - Assist with Google Tag Manager setup and configuration for tracking tags and events.
    - Troubleshoot and resolve tracking issues, ensuring accurate data collection.

- **IT Support**:
    - Provide day-to-day IT support to staff, including troubleshooting hardware and software issues.
    - Install, configure, and maintain operating systems (Windows, macOS) on Laptops.
    - Assist with the management of internal networks, devices, and printers.
    - Support software installations, updates, and system configuration.

- **System Maintenance**:
    - Perform regular system checks, maintenance, and updates on internal software and hardware.

- Support OS installations, updates, and patches to ensure all systems are secure and up to date.
- Assist in maintaining company security protocols, including antivirus software, firewalls, and system backups.

- **Documentation & Training**:
  - Create and maintain documentation for IT procedures, user guides, and system configurations.
  - Provide basic IT training to staff on using Google Workspace tools, WordPress backend, and other software.

- **Collaboration**:
  - Work closely with IT Manager on technical projects.
  - Collaborate with other departments (marketing, development, operations) to support their IT needs.

Required Skills & Qualifications:
- **Bachelor's degree or Diploma** in Computer Science, Information Technology, or a related field, or equivalent work experience.
- **1+ year of experience** in IT support, WordPress administration, or a related technical role.
- Strong understanding of **WordPress** (themes, plugins, customization, performance optimization).
- Strong experience with **Google Analytics** setup, reporting, and data interpretation.
- Knowledge of **Google Workspace** (formerly G Suite), including user administration, email configuration, and troubleshooting.
- Basic experience with **operating system installation and configuration** (Windows, macOS, Linux).
- Familiarity with web technologies such as **PHP, JavaScript, HTML5, CSS, and Bootstrap** for WordPress troubleshooting.
- Understanding of basic **networking** and **system administration** concepts.
- Strong problem-solving skills and the ability to troubleshoot technical issues.
- Ability to manage multiple tasks simultaneously and prioritize effectively.
- Excellent **communication** and **interpersonal** skills for working with both technical and non-technical team members.

Preferred Qualifications:

- Familiarity with **Google Tag Manager** and event tracking for Google Analytics.
- Knowledge of website **security best practices**, including SSL certificates, website backups, and security plugins for WordPress.
- Experience with other **content management systems (CMS)** or web development tools.
- **Certifications** in IT support, WordPress development, or Google Analytics are a plus (e.g., CompTIA A+, Google Analytics Certification).
- Basic experience with **cloud infrastructure** or hosting environments (e.g., AWS, Google Cloud, cPanel).

What We Offer:

- Competitive salary and Quarterly performance-based bonuses.
- Opportunity to work in a fast-paced and growing industry.
- **Comprehensive training** and mentorship from senior marketing professionals.
- A dynamic, collaborative work environment with a focus on innovation.
- **Health and wellness benefits**, plus other employee perks.

Please send your CV and Motivation Letter to: recruit@stmconsulting.io

Learn more about our company: https://www.stmconsulting.io/