



BUILDING THE FUTURE OF WEB COMMUNITIES TODAY.

First Beat Media, Inc., a domain acquisition, online entertainment media company who targets premier industry leading domains and develops them into strong portals.

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Web Content Administrator

JOB DESCRIPTION

The position requires some basic knowledge of working within an administration position. Person must be detail oriented and speak English well. Work includes updating website content on numerous sites and may include other minor jobs as necessary. You will work closely with the project manager to ensure a daily requirement for sites is met. Compensation is \$700 dollars a month.

WORK EXPERIENCE

No previous experience is necessary for this position, but some familiarity with website administration and media files would be beneficial.

SKILLS & KNOWLEDGE:

- Some knowledge of system administration would be helpful but is not absolutely necessary.
- Being detail oriented is a must and person seeking position must have good English skills.