

Part-Time IT Engineer (WordPress Developer)

Location: **Tokyo, Japan**

About Us:

At Haa Baht Inc. we are consultants and recruitment experts for overseas expansion based in Tokyo, Japan. We are seeking a responsible IT Engineer with a passion for enhancing our digital presence.

Position Type: **Part-Time (Potential for Full-Time Conversion Based on Performance and Company Prospects)**

Responsibilities:

1. **Website Development & Management:** Develop and manage WordPress websites on the development server, ensuring seamless functionality and appealing design.
2. **Website Optimization (SEO):** Implement SEO best practices to enhance website performance and visibility on search engines.
3. **Social Media Management (SNS):** Regularly post on social media platforms to generate leads and contribute to business growth.
4. **PC Troubleshooting:** Provide support for resolving PC-related issues for our team members when needed.
5. **Web Hosting Knowledge:** Proficiently manage third-party web hosting servers and ensure reliable website performance.
6. **Data Visualization:** Generate graphs and charts using coding in HTML for data presentation and analysis.
7. **Language Proficiency:** Be **proficient in English** to effectively communicate and collaborate with the team and clients. Japanese is not mandatory but strong plus

Requirements:

1. **Bachelor's degree in Computer Science Engineering** or a related field.
2. Proven **experience in website development and maintenance**.
3. Familiarity with **Microsoft Teams** for efficient communication.
4. Proficiency in **Web hosting server management**.
5. Strong problem-solving skills and the ability to **troubleshoot technical issues**.
6. Punctuality and a strong commitment to meeting deadlines.
7. **Knowledge of SEO** best practices for website optimization.
8. **Knowledge in Digital Marketing** is a plus.
9. Ability to work from home with occasional in-office presence as needed.
10. Located in Tokyo, Japan, or the surrounding area.

How to Apply:

If you are a responsible IT Engineer with a passion for WordPress development, SEO, social media management, and a strong work ethic, we would love to hear from you. Please submit your resume, and a brief cover letter explaining why you are the ideal candidate for this position to info@haabaht.com

Application deadline: October 15, 2023

Join us in our exciting journey to enhance our digital presence and contribute to the growth of our dynamic company!

Haa Baht Inc. is an equal opportunity employer. **We encourage candidates from all backgrounds and nationalities to apply.** Student, house-wife are welcome as far as the person has the required knowledge and skill.

*Note: This is a part-time position with potential for full-time conversion based on performance and company prospects.

Engineer who can work minimum 3 days a week for 5 hours, can work from home with occasional in-office presence.*