



<b>Job Title:</b>	WordPress Build Assistant (Part-Time, Remote)	<b>Reports to:</b>	Projects Manager
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### About Quincy Creative LTD

Our focus is on creating stunning websites that blend creativity, technology, and excellence to empower your business in the digital space. Motivated by the desire to exceed client expectations, we are committed to delivering innovative and impactful solutions. Our mission is to provide exceptional web design services that enhance our clients' online presence and drive measurable results. Join us and be part of a team that is dedicated to helping businesses and individuals succeed.

### About The Role

We're looking for a part-time WordPress Build Assistant to help us deliver high-quality, fast-loading client websites using Divi, Elementor and WooCommerce.

Some builds will follow a clear brief or template; others will require you to shape the layout and presentation yourself. Regardless of the project, your work must be clean, responsive, consistent, and ready for launch without heavy revisions. As the role grows, you'll also take on more technical SEO and performance optimization tasks.

### Key Accountabilities (Duties and Responsibilities)

<b>Website Design &amp; Development</b>	45%	<b>Core Focus:</b> Building and customizing websites to match client needs and branding. <ul style="list-style-type: none"><li>• Ensure every page is smooth, mobile-friendly, and visually consistent across devices.</li><li>• Develop and customize WordPress sites using Divi Builder or Elementor to fit each client's brand identity.</li><li>• Build WooCommerce stores, set up product structures, and refine shop layouts using Elementor.</li></ul>
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<b>Website Performance &amp; Optimization</b>	25%	<p><b>Core Focus:</b> Ensuring websites are fast, efficient, and technically optimized.</p> <ul style="list-style-type: none"> <li>• Maintain fast load speeds by compressing images, limiting unnecessary plugins &amp; keeping layouts lightweight and well structured.</li> <li>• Assist with technical tasks related to performance optimization, rendering issues &amp; plugin configurations.</li> </ul>
<b>SEO &amp; Site Quality Management</b>	15%	<p><b>Core Focus:</b> Improving website visibility and maintaining site standards.</p> <ul style="list-style-type: none"> <li>• Implement basic SEO best practices including metadata optimization, Alt tags, proper headings structure and clean URLs</li> </ul>
<b>Website Tools, Security &amp; Maintenance</b>	10%	<p><b>Core Focus:</b> Configuring and maintaining essential website systems.</p> <ul style="list-style-type: none"> <li>• Install, configure, and test essential site tools including: <ul style="list-style-type: none"> <li>✓ Security plugins</li> <li>✓ Backup tools</li> <li>✓ Caching systems</li> <li>✓ SMTP/email configurations</li> </ul> </li> </ul>
<b>Project Coordination &amp; Communication</b>	5%	<p><b>Core Focus:</b> Workflow management and team communication.</p> <ul style="list-style-type: none"> <li>• Manage workloads efficiently.</li> <li>• Communicate early when timelines are affected.</li> </ul>

## Requirements

- Strong, hands-on experience with both Divi and Elementor (you should be efficient, not experimenting).
- Practical WooCommerce experience: product templates, categories, checkout setup, and minor store customizations.
- Ability to integrate and configure payment gateways such as M-Pesa, PayPal, Stripe, etc.
- Sharp eye for detail — spacing, typography, alignment, color consistency, and quality imagery.
- Solid understanding of hosting, cPanel/hosting dashboards, domain setup, DNS records, and backups.
- Awareness of performance optimization and how to keep WordPress builds lean and stable.
- Ability to apply on-page SEO standards independently.
- Reliable, organized, communicates clearly, and consistently meets deadlines.

## Other Important Information

### What's Not Required

- No need for full-stack development skills.
- No need for advanced SEO expertise (we'll guide you where necessary).
- No formal agency background required.

### Compensation

**Base Retainer:** KES 20,000 per month

### **Additional Earnings to Base Retainer:**

- Project Completion Bonuses for larger builds or complex stores
- Fast-Turnaround Bonuses for urgent work
- Performance Bonuses for consistent delivery and low revision rates