

Where We Build Your Solutions



## Web site administrator internship

### Description of the position

#### *Roles & Responsibilities*

Working with leading edge products the candidate will:

- Create new sites.
- Maintain and update online presence.
- Review artistic integrity.
- Maintain site security.
- Research open source solutions.
- Setup CRM and website integration.
- Periodic Statistical Report.
- Search engine ranking follow up.

#### *Qualifications*

General criteria

- Bachelor's studies in computer science, engineering or equivalent experience.
- Fluently bilingual in both French and English.
- Proficient in verbal and written communication skills in both French and English.
- Knowledge of Brazilian Portuguese is an asset.
- Ability to work in the US is an asset.

Technical expertise

- Knowledge of Windows XP, Linux.
- Working knowledge of web authoring software.
- Knowledge of HTML, PHP, MySQL
- Knowledge of CMS software.

**Falcon Group Corp.**

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Falcon Group Posting

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## About Falcon Group

Falcon Group Corp., incorporated in 2007, is specialized in custom computer solution conception and integration. Based in Montreal, Falcon Group is an international organization with the pursuance of a presence in various cities worldwide including New York, Rio de Janeiro. This global network enables Falcon Group to effectively serve the North American, South American markets. Falcon Group's success is built on its dynamic team who uses conventional and unconventional process to solve problems. Falcon Group is recognized by many high profile Corporations. As one of its core values, Falcon Group demonstrates a commitment to customer care.

## Core values:

- Ensuring the well being and development of our employees -
- Information technology based innovation
- Honesty, integrity and ethical conduct

## About Our Team

Innovation and Falcon Group are synonymous. The work culture at Falcon Group is open, interactive and promotes creative thinking. We are results-oriented and foster an environment where employees can and do make a difference.

We work on a flexible work schedule and offer the latest productivity tools. Our office is located in Westmount/NDG.

If you are ready to be a part of a dynamic Startup that develops cutting edge solutions, if you desire challenge and seek an organization that fosters learning, Falcon Group will provide you with an opportunity to meet both your professional and personal goals.

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