

**Gramercy Global Media** ([www.gramercyglobal.com](http://www.gramercyglobal.com)) is an Online Marketing Agency offering a broad range of online marketing services including: Web Design, Search Engine Marketing (SEM/PPC), Search Engine Optimization (SEO), Social Media Marketing, Web Analytics, E-Mail Marketing, Web Translations and more. Gramercy Global Media has extensive international experience in numerous industries, including law, real estate, online services, international sport events and teams, hospitality and e-commerce websites.

Our headquarters are located in New York and we have offices in Berlin, London and Singapore. We are looking for a Web design Trainee in our Midtown Manhattan office starting as soon as possible for 12-18 months.

**Website Design Trainee (Fulltime, paid) at our New York City office.**

**You will perform the following tasks:**

- Lead web development from start to launch
- Meetings with clients to establish project plans
- Creation of new web site designs
- Managing launch of new websites
- Management of company interns
- Manage SEO projects
- Assistance in creating Google AdWords and Facebook marketing campaigns
- Handle additional tasks as assigned

**We can offer:**

- Great exposure and training in web design, SEO and online marketing
- Relaxed office environment
- Flexible Hours, full time position
- \$2000 – \$2200 monthly trainee salary, depending on experience

**You should be able to offer:**

- Very good English skills, German skills a plus but not required
- Web Design skills required (Wordpress, html, css)
- Magento/Shopify/WooCommerce skills a plus
- Knowledge of how to launch WordPress site
- Knowledge of creating and moving website databases
- You must have solid web design experience (1-2 years)
- Ability to work in the USA for 12-18 months
- Be able to obtain your own work visa (we will assist with visa but will not sponsor)
- Great organizational (time management and project management skills)
- Positive attitude

Please send your application to [jobsnyc@gramercyglobal.com](mailto:jobsnyc@gramercyglobal.com) with “Trainee NYC 2018” in the subject line. Please indicate desired start date and how long you will be available.