3KONCEPT

## JOB DESCRIPTION
**IT & Website Consultant**
Role Type: Freelance, Part-Time
Website: https://3koncept.co.uk/  (Under Construction)

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**3Koncept,** a London-based start-up consultancy focused on developing brands, experiences and teams within lifestyle industries.

We believe in nurturing talent, fostering creativity, and helping individuals grow to their full potential. We are expanding our team and looking for passionate, motivated, and creative individuals to work closely with the Creative Director and bring ideas to life.

We are seeking a highly skilled and creative **Freelance IT & Website Consultant** to provide ongoing support and consultancy for our technology and website needs. The position may evolve from freelance to part-time and potentially full-time, depending on the needs of the business.

### Person Specification

- Creative
- Flexible
- Problem Solving
- Quick and Efficient
- Attention to detail
- Thinking outside of the box
- Strong Communicator
- Self-motivated & Proactive
- Tech Savvy
- Thinking outside of the box
- Collaborative Spirit
- Adaptable & Open to Feedback
- Optimistic

### Qualifications

- Strong experience in IT, computers, systems, hosting, and website maintenance.
- Proficiency in HTML, coding (e.g., JavaScript, CSS), and working with website plugins.
- Familiarity with common website platforms (WordPress, Shopify, etc.) and hosting services.
- Expertise in email configuration and troubleshooting.
- Experience in providing creative and problem-solving solutions for IT issues.
- Ability to diagnose and resolve tech issues in a timely manner.
- Well-networked and able to connect with the right professionals for specialized IT requirements.
- Strong organizational skills and attention to detail.
- Excellent communication skills with the ability to explain complex tech

concepts to non-technical stakeholders.
- Highly flexible, reliable, and eager to take on challenges in a fast-paced environment.
- Strong attention to detail and ability to work independently.

### Responsibilities

- Provide expert consultancy and support for IT infrastructure, websites, hosting, and email configuration.
- Manage website maintenance, including troubleshooting, updates, and security.
- Offer advice and solutions on coding, HTML, website design, and plugin integration.
- Assist with configuring and optimizing website systems, hosting services, and email platforms.
- Troubleshoot and resolve a wide variety of IT and tech-related issues.
- Provide ongoing support and advice on technology and systems management, ensuring efficiency and cost-effectiveness.
- Be a key point of contact for all things related to IT and website maintenance, ensuring timely and effective solutions.
- Actively suggest improvements and creative strategies for website and IT development.
- Identify and introduce external resources and vendors, ensuring

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the right solutions are provided
quickly and efficiently.

**Fee:**

- Set-up Fee
- Monthly retainer fee

3Koncept Ltd, 20 Wenlock Road London, England N1 7GU
Company Registration **16137025**