



Digital Manager

Job Information

Recruiter[Hire Pundit Japan Corporation](#)**Job ID**

1496000

Industry

Digital Marketing

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8.5 million yen ~ 9 million yen

Refreshed

December 20th, 2024 12:01

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

This role focuses on managing digital content projects, partnering with clients and agencies to ensure project deliverables align with client objectives and timelines. The candidate will collaborate with offshore project teams, maintain quality assurance standards, and serve as a central point of contact throughout the project lifecycle.

Key Responsibilities:

- Gather requirements and scope deliverables based on client objectives.
- Collaborate with offshore project managers and facilitate project planning and milestone tracking.
- Ensure adherence to quality standards and timelines for digital projects.
- Support medical project teams, especially for Japanese projects, ensuring effective communication.
- Manage project-related risks and track progress using project management tools.
- Serve as the primary contact for all digital content projects.

Required Skills

- Experience in digital marketing/content production.

- Client-facing and presentation skills.
 - Strong communication skills in Japanese and business-level English.
 - Ability to work independently and as part of a cross-functional team.
 - Proficiency in MS Office and project management tools.
 - Strong organizational skills, including meeting administration.
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Company Description