



Digital Manager

募集職種

人材紹介会社

Hire Pundit Japan 株式会社

求人ID

1496000

業種

デジタルマーケティング

雇用形態

正社員

勤務地

東京都 23区

給与

850万円 ~ 900万円

更新日

2024年10月11日 08:00

応募必要条件

職務経験

10年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

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.

スキル・資格

- 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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会社説明