



Web Director – Lead Complex Global Digital Projects

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Hiring Company

Cornerstone Recruitment Japan

Job ID

1547804

Division

Marketing and Web Advertising

Industry

Digital Marketing

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Temporary

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Hibiya Line, Toranomom Hills Station

Salary

4.5 million yen ~ 6 million yen

Hourly Rate

2500-3250

Work Hours

8

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Drive the Digital Experiences That Define Global Brands

Step into a high-impact role where strategy meets execution. As a **Digital Producer/Web Director**, you'll take full ownership of digital projects from initial concept to final delivery shaping web and content experiences for some of the world's most iconic brands.

You won't just manage timelines, you'll drive the entire production process. Acting as the bridge between clients and internal teams, you'll turn ideas into action plans, lead cross-functional teams, and ensure projects are delivered on time, on budget, and at the highest quality.

This role offers both autonomy and collaboration: you'll make independent decisions in daily operations while working closely with Project Managers to align broader strategies. If you enjoy solving complex challenges and thrive in fast-moving, creative environments, this is a chance to lead work that truly makes an impact.

What You'll Do

- Lead digital/web projects end-to-end—from scoping and planning to delivery and post-launch operations
- Define project requirements, technical specs, timelines, and budgets
- Act as the key decision-maker on production while aligning with project managers on strategic direction
- Manage internal teams (Creative, Dev, Content) and external partners/vendors
- Serve as the main contact for client communications, translating needs into actionable plans
- Oversee and document IA, wireframes, CMS/component specs, and production plans
- Plan and run QA/testing to ensure high-quality, on-brand delivery
- Support ongoing operations such as site maintenance, CMS management, and content updates
- Maintain clear communication and alignment across all stakeholders and disciplines

What You Bring

- Solid experience in web/digital project delivery, ideally within digital agencies or production studios
- Deep understanding of web production, including CMS (AEM, Sitecore, WordPress, Contentful), HTML/CSS/JS, and REST APIs
- Hands-on experience managing complex websites and multi-language platforms
- Familiarity with design/prototyping tools (Figma) and task tracking (Jira, Smartsheet)
- Proven ability to manage large-scale, multi-region digital campaigns
- Strong communication and leadership skills; comfortable managing cross-functional teams and pushing back when needed
- Fluency in Japanese (N2 or above) and business-level English

Why This Role?

- Own the production of complex digital projects from start to finish
- Collaborate with top global brands and diverse creative teams
- Work in a fast-paced, international environment that values autonomy and initiative
- Be part of a company that has a deep global network
- Office located in Toranomon Hills Mori Tower, Tokyo's modern business hub

Company Description