Digital Producer

Web Development

Job Information

Recruiter
SThree K.K.

Job ID
1617117

Industry
Internet, Web Services

Job Type
Temp to Perm

Location
Tokyo - 23 Wards

Salary
5.5 million yen ~ 8.5 million yen

Refreshed
November 12th, 2026 00:00

General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

About the role:

We are looking for a Digital Producer that will lead the full lifecycle of digital projects, from client consultation to final delivery. Someone that can manage timelines, resources, vendors, and quality assurance, while acting as the key technical decision-maker. This role requires strong leadership, strategic thinking, and the ability to communicate effectively across teams and stakeholders.

Key Responsibilities:

・ Project Leadership & Execution: Lead end-to-end digital project delivery, ensuring timelines, budgets, and quality standards are met. Make independent production decisions while aligning with PMs on strategic direction.
・ Client & Stakeholder Management: Translate client needs into actionable plans and clarify technical requirements. Act as a bridge between digital teams and non-technical stakeholders.
・ Team & Resource Management: Coordinate internal and external teams across disciplines, ensuring clear task assignments. Manage third-party vendors and facilitate briefings.
・ Technical Planning & Documentation: Define scopes, create wireframes, and maintain technical documentation. Collaborate on CMS and frontend requirements while ensuring frameworks are well documented.
・ Quality Assurance & Testing: Plan and execute QA processes, including testing and indexing. Ensure deliverables meet agency standards and client expectations.
・ Ongoing Operations: Oversee ongoing maintenance and CMS operations. Work with Account Service teams to ensure smooth project flow and resource allocation.

Mandatory Qualifications

- 5+ years in digital/web production, project management and internal coordination with system engineers
- Experience with large-scale websites (3000+ pages preferred)
- Strong experience with CMS (platforms) and front-end tech skills (HTML, CSS, JS, APIs)
- Hands-on experience producing Information Architecture (site maps, wireframes, user flows) for small to large scale applications
- Familiarity with Jira, MS Project, Figma (plus)
- Fluent Japanese (N2+), Business-level English, (Chinese would be a plus)

Preferred additional skills:

- Understanding of back-end systems and SEO
- Experience with UAT/MAT and test scenario creation
- Operational experience in digital content and reporting

Company Description

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