Digital Producer

Web Development

募集職種

人材紹介会社
SThree株式会社

求人ID
1617117

業種
インターネット・Webサービス

雇用形態
紹介予定派遣

勤務地
東京都 23区

給与
550万円 ~ 850万円

更新日
2026年10月29日 23:00

応募必要条件

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
ビジネス会話レベル

最終学歴
大学卒： 学士号

現在のビザ
日本での就労許可が必要です

募集要項

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

会社説明

Hi All, I'm currently recruiting for this position. Please click on the job title below to view the Job Description and apply to it!