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# Example of Senior Manager Digital Job Description

Our company is looking for a senior manager digital. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for senior manager digital

* Partner with digital account manager to review creative briefs to ensure proper information and direction is given and assess project scope
* Develop and resource project plans and manage projects within project management software\* Partner with the digital creative team and agency partners to execute on creative briefs
* Request, aggregate, create, and deliver content
* Manage kick offs, reviews, approvals, feedback and input from multiple stakeholders
* Ensure quality of creative execution and delivery\* Work with manager to continue to define and refine the role
* Making clear actionable recommendations based on data and insight for improving digital self-service across all platforms – App, OCA, IVR
* Identify and manage overall program costs and budgets
* Resolve issues and conflicts, remove barriers, and resolve minor project issues
* Supervise project closure initiatives, such as client satisfaction survey and closure analysis
* Creates and maintains project documentation such as estimates, project plans, proposals, statements of work, status reports (internal and external), change requests, functional specifications

## Qualifications for senior manager digital

* Be an active user of the product (dashboard, API ) and provide samples and training to marketing, sales, support, partners and customers
* Work closely with operations and support teams to ensure that their requirements are met so they can deliver a highly available and excellent customer experience
* 5+ years experience developing and delivering Internet-based products
* 5+ years of software/web product management experience
* Experience working in a Studio environment preferred
* Expert knowledge of presentation tools (Keynote and Powerpoint)