Our innovative and growing company is searching for experienced candidates for the position of digital development manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for digital development manager

- Mentors, counsels and develops team members to deliver operational excellence and improve the capabilities of the organization
- Review and provide input for Terms & Conditions (T&C) in Professional Fee contracts
- End to end creation of Purchase Requisitions in the tool (iProcurement)
- Track payments and create Receiving entries for each vendor/PO to ensure that accruals hit the financials in the proper accounting period
- Discuss invoices and credit memos and resolve issues with vendors to ensure payments happen and accruals are within tolerance levels compared to invoice amounts
- Negotiate and establish adequate timeframe for vendors to adhere to deadlines for accruals, invoices and forecasts by the requested time frame per Corporate Accounting guidelines
- Adhere to Corporate Accounting guidelines regarding manual accruals and provide documentation at the end of each quarter, whenever necessary
- Create summary reports to communicate monthly financial forecasts and performance
- Track adherence to Technology's Golden Rules of procurement and share best practices with other teams
- Assist other team members in ad-hoc activities

Qualifications for digital development manager

- Analyze information to measure and develop informative plans and programs, including Beauty Advisor metrics and KPI's, industry best practices, competitive and retailer initiatives, and consumer market research
- Establish metrics, goals and reporting to measure impact of Beauty Advisor and Customer Experience initiatives and enable optimization
- Manage projects with cross-functional and cross brand interactions
- Experience in digital, social media, employer branding and networking to a targeted demographic
- Demonstrated leadership, people development ability, relationship and project management experience
- Strong systems administration skills - Salesforce experience a plus