



Example of Digital Operations Job Description

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Our innovative and growing company is searching for experienced candidates for the position of digital operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for digital operations

- Partner with e-commerce producers and merchant teams to understand production and priority schedule
- Ensures projects are delivered on-time and in accordance to provided direction, contacts appropriate resources to clarify project direction as needed
- Follow up with partnering departments and Digital Operations producers to evaluate performance of retouching assignments
- Shepherds files through post-production, from receipt after production to uploading into imaging systems after retouching receives final approval
- Provides project support to Director, Digital Operations
- Provides production support as needed
- Provides training to team members as required to perform duties
- Standards testing in partnership with department Leadership
- Partner with internal Digital Strategists and external Agency Partners to oversee the implementation of the company's digital marketing programs and tactics
- Ensure sharing and collaboration across the portfolio of projects, including identification of best practices (in measurement, execution,) and asset sharing (e.g., content)

Qualifications for digital operations

- Comprehensive skill set as related to digital art (composition)

- Understanding of imaging production environments, workflow and asset management concepts
- Minimum 5+ years of experience in managing Web Operations
- Minimum 5+ years experience managing IIS services
- Minimum 5+ years experience with Perfmon and performance based KPIs