



# Example of Digital Operations Job Description

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Our 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

- Effectively manages defects found by detailing out steps to recreate and setting appropriate priorities and severities
- Reviews customer feedback and proactively monitors digital customer-facing systems to detect problems
- Reports issues to appropriate groups to expedite and ensure resolution in a timely manner
- Participates in marketing plan and project prioritization, working with related internal stakeholders as a leader and advisor
- Produce sales forecast and performance analysis for every business initiatives in order to assess their performance and extract actionable learnings
- Actively participate in the definition and evolution of communication and community animation activities as to ensure their alignment and complementarity with business operations
- Responsible for the operations of the game online stores
- Responsible for the enforcement of standard and business practice of the company
- Assist with the beginning to end campaign trafficking and management to ensure optimal client satisfaction
- Act as a liaison between internal media teams and external technology partners

## Qualifications for digital operations

- Knowledge of advertising and promotional terminology and procedures, including, but not limited to, artwork (image formats, graphics, logos, ), video (tape formats, generic & episodic promos, duplication, ), new technology (online strategies, web sites, digital asset management, ) and written (synopses, log lines, running orders, fact sheets, ) material
- Work with NSG to recommend best use of digital for active clients
- Train local market DMXs and assist markets with "how to" assistance
- Help local markets with complex & dynamic campaigns
- Research/Troubleshoot Scheduling, Playback, Proof of Performance issues (outages, visual, etc)