



Example of Digital Operations Job Description

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Our innovative and growing company is looking for a digital operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for digital operations

- Creates and maintains content sources for the efficient flow and integration of internal and external science content to the website
- Proficient in the use of digital metrics, tools and analytic platforms
- Collaborates with a leading scientist or clinician who will serve as the volunteer Science Section, Editor in Chief responsible for assuring execution of content coverage which is robust, credible and contemporary
- Communicate regularly with other related operational teams, with digital retail accounts teams, regarding metadata updates and deliveries
- Recruits, hires, develops, and motivates staff
- Develops and disseminates detailed monthly reporting on internal web and mobile site trending
- Prepares project status reports, time estimates and conducts status meetings
- Manages associated 3rd party vendor relationships, including ongoing support, contractual and cost reviews
- Participates in Business Technology planning process providing resource allocation information, high-level project estimates and technical guidance
- Oversees operations for all aspects of CW Digital properties including CWTV.com, CW Mobile, apps and advanced platform initiatives, CW Seed

Qualifications for digital operations

- Ability to provide weekend coverage once per month

- Strong interpersonal, communication and presentation skills that demonstrate diplomacy and influence strategic thinking
- Extensive experience in defining and documenting business requirements relating to the implementation and enhancement of systems in areas such as digital content delivery, label copy
- Excellent understanding of the gaming industry and its consumers
- Requires a comprehensive understanding of Ecommerce systems and technical environment