

# Job Title : Assistant Manager, Digital Product Development

### **OVERALL PURPOSE:**

- To provide best in class digital product design that users love and introduce it to other users
- Digital Product knowledge, Product Lifecycle Management, Project Management
- Digital Product Ideation & Campaign Creation
- Scum Master, Agile knowledge
- Market Understanding, Data-Driven, Identify Areas for Improvement
- Clear Communication, Thorough Preparation, Planning & Interpretation

### RESPONSIBILITIES:

- Assist the Product Manager in all aspects of the digital product development lifecycle, including ideation, planning, execution, and launch
- Collaborate with cross-functional teams including engineering, design, marketing, and business/sales to gather requirements, prioritize features, and ensure seamless product delivery
- Contribute to the creation and maintenance of product roadmaps, user stories, wireframes, and other product documentation
- Conduct market research, competitive analysis, and user testing to inform product decisions and enhancements
- Monitor product performance metrics and usage data to identify areas for improvement and optimization
- Assist in the planning and execution of product launches, updates, and communications to internal and external stakeholders
- Support the Product Manager in managing product backlogs, sprint planning, and task prioritization

# **QUALIFICATIONS REQUIREMENTS:**

- Bachelor's degree in a relevant field such as, Computer Science, Computer Science for Business Administration, Software Development or Information & Communication Technology Management
- At least 3 years of experience in digital product development, preferably in a similar assistant manager or associate product manager role.
- Strong understanding of the full product development lifecycle, from ideation and planning to execution, launch, and optimization.
- Knowledge of agile methodologies, such as Scrum, and how to effectively manage product backlogs and sprints.
- Knowledge of market research techniques, including competitive analysis, user research, and data analysis.
- Understanding of how to use insights from research to inform product strategy and enhancements.



- Familiarity with key product performance metrics and data sources.
- Ability to analyze data, identify trends, and use findings to drive product optimization.
- Excellent analytical and problem-solving skills with the ability to interpret data and identify insights.
- Proficient in using product management tools and software (e.g., Jira, Confluence, and Figma).
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams.
- Attention to detail and the ability to multitask and prioritize effectively.
- Participate in the development of product strategies and long-term vision.
- Stay up to date with industry trends, best practices, and emerging technologies in the digital product development space.

# **Contact Info:**

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