



# Release Manager

**Montreal - Full-time - 744000079769623**

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Ubisoft, a global leader in the video games and entertainment software industry, is currently seeking Release Manager for its Release Management department in San Francisco. As a member of HQ Production, this individual will report to the Manager of Release Management and will be responsible for the delivery of content materials for Ubisoft products to our channel partners, including First Party platform holders (Sony, Microsoft, Nintendo, PC ), Ubisoft Connect PC platform, and digital resellers. They also maintain the daily relationship and communication with the First Party Account Management teams to guarantee the release of Ubisoft's content plans.

**Responsibilities:**

- Serve as main point of contact between Ubisoft and our first party partners for submission and release matters
  - Build release and submission schedules and communicate those to stakeholders
  - Working within 1st Party tools to help create products, submit builds, track submissions and communicate to cross functional teams of any issues and bugs
  - Communicate project status and organize applicable information for project teams
  - Coordinate the efforts of the content release cycle, ensure smooth and timely communication among stakeholders
  - Provide expert guidance to other teams on all first party submission and release processes
  - Help drive adherence to internal timelines for digital content submission, and highlight/escalate risks
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- Intermediate experience with Microsoft, Nintendo, Sony, Google, Amazon or PC release and submission processes
  - Experience with working in Jira and Confluence
  - Excellent communication and interpersonal skills
  - Detail and process-oriented with excellent organizational skills
  - Solid Project Management skills, especially relating to the software development lifecycle
  - Ability to manage multiple projects and prioritize effectively under tight deadlines

**We embrace a hybrid work model helping you stay connected with your team and aligned with business priorities, while giving you the opportunity to maintain your work-life balance. Note, that some roles are fully office-based and are not eligible for hybrid work.**

Just a heads up: If you require a work permit, your eligibility may depend on your education and years of relevant work experience, as required by the government.

Skills and competencies show up in different forms and can be based on different experiences, that is why we strongly encourage you to apply even though you may not have all the requirements listed above.

At Ubisoft, we embrace diversity in all its forms. We're committed to fostering an inclusive and respectful work environment for all. We know the importance of providing a pleasant interview experience, therefore if you need any accommodation, please let us know if there is anything we can do to facilitate the interview process.