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# Example of Associate Manager, Projects Job Description

Our company is growing rapidly and is hiring for an associate manager, projects. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate manager, projects

* Proactively gather, analyze and aggregate business requirements, information and assumptions (implicit/explicit) from stakeholders using a variety of tools and techniques, as per EPMO standards for projects related to MDM
* This position will be responsible for assisting with working groups and steering forums and ensures that information collected and provided is robust, clear and complete
* Serves as a champion for new ideas and approaches
* Assist in adapting the technology infrastructure to accommodate the changing regulatory environment within which the business operates
* Develop the control environment to ensure accurate capture of transactions and trade events into risk management and processing systems
* Provide oversight and leadership on any and all MDM, CL, EDPP and Compliance System projects
* Represent the CIM business
* Act as a decision maker on projects—responsible for getting input from the appropriate SMEs in order to make decisions
* Focus on overall business solutions not only on specific packages or technologies
* Be responsible for project business requirements, project business rules

## Qualifications for associate manager, projects

* Demonstrable experience of constructing business requirements specifications
* Experience of requirements analysis frameworks
* Good knowledge and understanding of data models, sources, schemas
* Self-motivated, well-organized and detailed oriented
* The ability to communicate requirements to Operations, project members IT and project partners
* Previous exposure to Credit products