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# Example of Commerce Project Manager Job Description

Our company is looking to fill the role of commerce project manager. 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 commerce project manager

* Create and maintain project plans and track to key milestone dates associated with targeted implementation window
* Lead meetings related to project status, risks, issues, and action items
* Develop presentations, slides/decks for the management team to articulate project status and issues
* Collect and store all required documentation for the project across the project life cycle
* Maintain project documentation according to team methodology (risk and issue log, project plan, change control, status reports)
* The Demandware project manager will be responsible of the implementation, for a dedicated list of brands, of the Demandware ecommerce CORE solution, in Western and Eastern Europe, Africa and in the Middle East
* Position requires strong technical background and hands on experience on Demandware or similar eCommerce Platforms
* Close working relationships with business partners, external strategic partners, hub IT teams, Demandware Competence Center and the Digital EMEA IT Director
* Work as a Project Manager within the Digital E-Commerce team, supporting Agile software development practices with all team members
* Manage projects through the entire product launch lifecycle using standard project processes and tools

## Qualifications for commerce project manager

* Must have effective and sound decision making skills
* Must have experience with Microsoft Office and Project
* Must have effective and sound decision making skills, the ability to influence, and leadership
* Minimum 5+ years Relationship Management and industry experience
* Exceptional client focus/client experience mentality
* Experience developing, establishing, and managing to project plans and key milestone dates