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# Example of Commercial Project Manager Job Description

Our growing company is looking for a commercial 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 commercial project manager

* Pre-project support – offering specific related project management insights and expertise to help shape project workflows and deliverables for complex and highly customised projects
* Project administration– being the main point of contact for internal and external project stakeholders once contracts have been signed and returned to the NRG Commercial Sales Team members
* Knowledge & understanding of business drivers & processes
* Strong secondary (and primary) research skills, analytical ability, and clarity of thought –
* Ability to communicate findings and recommendations
* Excellent stakeholder management (esp senior folks)
* Analyse, evaluate and manage commercial risks ensuring optimal commercial outcomes for the projects
* Monitoring, controlling and updating of project costs, risks, billings, invoicing, accruals, provisions, hedging, bank guarantees, insurance, taxation, project reports
* Regular communication with all stakeholders consultants, customers, contractors, vendors, consortium partners
* Review project documentation (contract, proposal, cost sheets), identify and manage project contractual and/or scope risks and opportunities (terms, margin, schedule)

## Qualifications for commercial project manager

* Strong hotel planning and programming skills
* Proven track record working with Commercial Office Building clients, including Brand management, A&C teams and developers
* University degree in a relevant discipline (Engineering, Quantity Surveyor, Legal, Finance, Commercial)
* Extensive experience of Project Contract (Commercial) Management
* Project Management and Project Implementation experience
* Negotiation, Contracting and Risk Management experience