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# Example of Contract Project Manager Job Description

Our company is hiring for a contract 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 contract project manager

* Manage and traffic design concepts to internal approvers and clients during the review process
* Assist in managing outside resources by gathering estimates, obtaining budget approvals, creating purchase orders, handing off work and tracking progress
* Gather specs from media partners and review with creative teams
* Traffic final deliverables to media partners
* Oversee complex campaigns and creative projects across the creative, editorial and video teams within the Internal Agency and Marketing Managers and Events team
* Assign business unit project tickets that come in for covered business unit(s)
* Lead creative/stakeholder team(s) to work through logistical, timing and communication issues that will arise during the lifespan of a project
* Identify vendors for projects
* Facilitate the RFP / vendor proposal and review process as the team requires
* Liaise with contract owners

## Qualifications for contract project manager

* Prior experience in systems implementation would be preferred
* Independent and resilient attitude
* The ideal candidate will have 5+ years of project management experience in a high-volume global advertising or other creative agency
* Must be a model multi-tasker, detail oriented, excellent communicator and be able to manage complex project workflows within short timelines with confidence
* A strong understanding of the creative process and the ability to manage project workflow with a maximum level of efficiency
* Comfortable with making quick decisions