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# Example of Contract Project Manager Job Description

Our company is growing rapidly and is looking for a contract project manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for contract project manager

* Liaise with Outsourcing, Legal, Study sites and Vendors as necessary
* Monitor the contracts through the development process and facilitate the process efficiently
* Archive executed contracts
* Ensure all corporate contracting policies are followed
* Track executed contracts for vendors
* Accountable for shepherding multiple, complex projects at any given time, throughout the full life cycle of development
* Coordinate with external contractors and vendors as needed, managing outside resources by gathering estimates, obtaining budget approvals, creating purchase orders, handing off work and tracking progress
* Partner and build relationships with marketing managers in order to forecast and remain up to speed on the pipeline
* Operate independently and between team leads in functional areas such as sales, IT, news, finance, HR and consumer marketing
* Coordinate activity between the team leads and resolve any conflicts arising from interdependencies

## Qualifications for contract project manager

* Degree in Accountancy and/or equivalent qualifications
* Ability to juggle simultaneous projects ranging in complexity
* Solid understanding of cross-media ad specs (print, out-of-home and digital) and the ability to gather and communicate them to the creative team
* Knowledge of digital ad campaign delivery process is a must
* Acrobat Pro and all MS Office software proficiency is a must
* Working knowledge of InDesign, Illustrator, Photoshop and Flash software is a plus