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# Example of Contract Project Manager Job Description

Our company is growing rapidly and is looking for a contract project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for contract project manager

* Be able to facilitate discussion and develop alternatives to address challenges that arise particularly within the businesses systems and operational workflows
* Track project deliverables using the appropriate tools to ensure established synergies are achieved
* Prepare project status reports for key stakeholders, defining progress, problems and solutions
* Identify, mitigate, prioritize, manage, resolve project issues, constraints, dependencies and risks
* Organize weekly meetings, capturing the most critical subject matters in a weekly agenda by working with each team lead
* A key contributor to organizing logistics around any of the larger tasks within the project, such as first welcome meeting at company headquarters, the market-by-market training roadshow, systems installs
* Acts as a correspondent with new properties in support of co-chairs and when needed
* Acts as a correspondent with contract vendors and in support of team leads when needed
* Manages projects to project/practice P&L objectives
* Overseeing successful implementation of campaigns – on time, on brief, and to budget

## Qualifications for contract project manager

* Bachelor’s Degree or related project management experience
* Experience in running and structuring large/complex projects
* Strong in execution phase of project
* Understand the importance of stakeholder engagement
* Certification in PRINCE2 or PMBOK
* Previous experience in Mining and/or deploying complex technology systems within large organisations will be an advantage