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# Example of Contract Project Manager Job Description

Our growing company is looking for a contract project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for contract project manager

* Embraces and communicates best practices to team members for exemplary production and integrated project management
* Consistent communication paths with clients and maintain written client agreements
* Take responsibility for scheduling status meetings and providing status reports internal/client
* Take part in the management of client expectations and build client relationships based on trust and mutual understanding
* Involvement in formalizing SOWs and procurement keeping efficiency top of mind
* Complete all project documentation
* Maintain progress reports to report back to stakeholders and senior managers
* Create a working environment that allows everyone to work to the best of their abilities
* Take responsibility for projects through their entire lifecycle
* Ensure each working group has defined the scope adequately

## Qualifications for contract project manager

* Must be a model multi-tasker, detail oriented, excellent communicator and be able to manage complex project workflows within short timelines with confidence and poise
* Solid understanding of cross-media ad specs (print, TVC, out-of-home and digital) and the ability to gather and communicate them to the creative teams
* Must be comfortable working between MAC and PC systems
* Possess relevant Project Management Certifications
* A Australian Government Security Clearance would be highly regarded
* Good understanding of Project Management Areas of competence