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# Example of Corporate Project Manager Job Description

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

## Responsibilities for corporate project manager

* Recruit team members
* Close-proximity support
* Contribute to the project methodology
* Develop and manage scope, budgets and schedules for small to large-scale new development and renovation projects
* Manage approval and permitting phases of the development process
* Oversee contractor and vendor selection and performance
* Maintain relationships with external industry experts
* Oversee bidding process and contract negotiations
* Assist with National Delivery coordination
* Demonstrate accountability for functional, business, and broad company objectives with successful project execution and customer first mindset

## Qualifications for corporate project manager

* Minimum of 10 years of Program and Project management experience interfacing with both technical and business teams, preferably in GTI
* CA/CMA/CGA/MBA/CFA with 5+ years of Finance / Project portfolio experience
* Comfortable with leading meetings and delivering presentations to senior executives
* Proactive self starter – able to work independently in a relatively unstructured environment
* Organizational awareness and the ability to balance the viewpoints of Finance, business units and Project Management Offices
* This position would be of interest to a high performing analytical individual with a value-added mindset