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# Example of Creative Project Manager Job Description

Our growing company is looking to fill the role of creative 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 creative project manager

* Where appropriate, helps designers complete deliverables for clients, including quality review
* Coordinates with strategy and technology project managers and team members
* While the project manager has some direct interaction with our clients, this is not the focus of the role
* Attends weekly project meetings
* Manages the Architecture and Engineering vendors throughout the design and construction phases of the project
* Develops the design strategy to achieve quality deliverables within the schedule and on the budget
* Monitors change or delays to construction schedule
* Monitors quality assurance of Project
* Assists with preparation of Request for Proposals
* Coordinates construction shipping/receiving elements, purchase orders and testing with direction from the Project Manager and/or Construction Manager

## Qualifications for creative project manager

* Four to six years of work experience
* Experience managing projects, timelines and resources using project management software
* Knowledge of industry standard design tools
* To contribute creatively and productively in team brainstorms
* You must be able to scope projects, plan timelines and assess risks, with the character to pro-actively lead your projects forwards in both planning and implementation stages
* Communicating with both internal and external stakeholders