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# Example of Digital Project Manager Job Description

Our growing company is searching for experienced candidates for the position of digital project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for digital project manager

* Help to build relationships with key e-retailers and affiliates to drive innovation and build our present on their sites
* Raise accountability
* Implement the group of companies' digital communication strategy to various external audiences
* Collaborate with cross-functional business areas to assess needs, compile requirements and prioritize requests
* Compose business requirements and ROI documents
* Manage project management and content development and delivery across multiple websites and other digital channels, working closely with other business areas
* Conduct quality control and user acceptance testing
* Accurately scope projects
* Support development of new websites and digital communications vehicles as the company adds new lines of business, subsidiaries, , and participate in the integration of web properties for company acquisitions
* Manage and deliver projects on budget, on time, and on schedule

## Qualifications for digital project manager

* Manage delivery of the digital experience of our Marketing programs, Campaigns and Product launches
* Identify and execute opportunities to improve and expand our Digital Marketing strategy and presence on the Web
* Project manages implementation of new Digital Marketing features including tools and applications
* Coordinate and facilitate meetings and reviews
* 5-7 years of experience with 4+ in a digital agency environment
* A strong knowledge of best practices in project management