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# Example of Digital Project Manager Job Description

Our company is growing rapidly and is hiring for a digital 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 digital project manager

* Reports on and analyzes team's activities, including using current and historical metrics to shape process change where needed, eliminate redundancy and drive efficiency
* Manage projects ensuring project deliverables are brought in on time, within budget and quality targets
* Ensure all parties (internal and external) are aware of project scope and milestones
* Ensure Global and Divisional PMO standards are followed
* Partnering with both the Product Management and Service Delivery teams within Commercial Digital Solutions other Lines of Business and other functional areas
* Identify interdepencies within the project
* Identify risk areas and know appropriate escalation path
* Follow PMO project management methodology
* Develop the project scope statements for each project and manage it throughout the project
* Manage the day-to-day activities of the projects

## Qualifications for digital project manager

* Experience leading Advertising projects and demonstrated knowledge of the Print and Digital Marketing channels
* Knowledge of and/or abilities in digital advertising/marketing
* Can balance projects assigned to you ones that you oversee
* Experience of working within big Russian or international companies in IT Business Solutions
* Bachelor’s degree (Technical, Engineering, Computer Science or similar field of study) and a minimum of 3 years experience in IT
* Good communicative and interpersonal skills (“interface management” skills within project team and between Global teams, Stakeholders, Customers etc )