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# Example of Director / Manager Job Description

Our company is hiring for a director / manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for director / manager

* Develops and manages subcontracting and teaming relationships
* Defines project scope, work breakdown structures, and the integrated master plan
* Manages the development, review, and submittal of the technical, cost, and past performance proposal volumes
* Performs competitive analysis and defines price to win
* Informs executive sponsors during the capture and proposal process
* Manages the daily execution of the Co-Production program and the responsibilities of the Program Integrated Product Teams (IPT)
* Provides overall leadership and direction to the IPT (to include coaching team members, resolving conflict, and initiating corrective actions, if necessary)
* Overseas travel to support customer reviews, meetings, and to monitor status of the in-country teams
* Maintains proper program budget and schedule by utilizing Earned Value principles and tools
* Manages risks

## Qualifications for director / manager

* Must be fluent in both English, Mandarin and Cantonese
* Independently and successfully managed at least three large scale and complex projects, from start to end
* Ability to connect and make a difference at all levels & have sufficient stature to be an ambassador of NBCU / HR in ANZ
* Fluent in English - able to work in Sydney
* Travelled required, 20% of the time and be able to be connected to an international organisation and stakeholders
* Bachelor degree in Accountancy, Finance or equivalent qualifications