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# Example of Freelance Project Manager Job Description

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

## Responsibilities for freelance project manager

* Ability to communicate effectively under high-pressure situations
* Drive weekly shortages call and pull Internal shortage reports and match against Amazon`s reports
* Consolidate all POD`s and investigate shortages & monthly cross reference of RMA serial numbers to shortage deductions
* Investigate trends to shortages (FC level, country level)
* Analyses early shortage report for 5 active regions
* Follow up any theft/police cases
* Investigate partial repayments
* Work on process to shorten shortage cycle
* Report on % of REV for shortages – track trends month to month / quarter to quarter
* Carrier checks on booking in / ASN generation

## Qualifications for freelance project manager

* A photo editor
* A creative director
* Not a client facing role
* Good knowledge of project management standards and methodologies
* PO count per week
* RMA – case ID creation and ongoing dispute & RMA analyses per month