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# Example of Intake Manager Job Description

Our company is looking to fill the role of intake manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for intake manager

* Seeks clarity in business requirements and/or escalates as appropriate to improve quality and timeliness of estimates
* Collaborates with architect(s) as needed to recommend, design and implement best technical solutions based on understanding of business issues in order to provide accurate estimates
* Develops integrated estimates in collaboration with Architecture, Development, PMO resources, QA, Configuration Management and IT partners ensuring documentation of estimating assumptions
* Establishes onboarding schedule based on strategic alignment, priority and availability of key resources
* Promotes innovation, service provider mindset and implements best practices to continuously improve estimate accuracy and SLA’s
* Participates in the identification, onboarding and continuous improvement of tools/applications for intake, estimation, resource planning and associated tracking and monitoring
* Operational aspects of automated workload provisioning and the capacity considerations in a virtualized environment
* Responsible for the proactive enabling and management of capabilities that include dynamic move of workloads based on plan, forecast, real-time performance and utilization
* Partner with the Global Command Center and Service Operations Leadership where appropriate to ensure the effective use of technical resources by leveraging such techniques as reclaiming underutilized capacity and/or unused workloads
* Play a key role in interfacing back to the SDDC Core Infrastructure Development Team to ensure the provisioning processes are optimized and leveraging continuous improvement techniques enhance workload capabilities

## Qualifications for intake manager

* Familiar with project management and has broad knowledge of functional business areas
* Solid knowledge of project management best practices, methodologies, vocabulary and terminology
* Organizational, analytical, conflict management and negotiation skills
* Demonstrated ability to research and consolidate information
* Bachelor’s in Computer Science, Business Administration or similar field
* Minimum 3 years of pharmaceutical business experience required