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# Example of Manager / Project Manager Job Description

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

## Responsibilities for manager / project manager

* Ongoing maintenance and update to all project management artifacts including Readiness Assessment and Project Closure documents
* Determining what information and documentation is required/optional for adherence to any established guidelines with the CCB Control teams
* Understanding and documenting the touch points, hand offs and dependencies between Concept Review and other functional and/or Risk areas (e.g., AML, NBIA, Risk Oversight, Change Management)
* Take initiative to challenge status quo to encourage continuous process improvement, especially within areas of responsibility
* Collaborate with business partners to level set on solutions
* Incorporate process improvements into existing procedures documentation
* Reach a base understanding of strengths and opportunities for respective areas in order to provide short term and long term goals to plan against
* Developing project documents including, but not limited to project plans with deliverables and dependencies, project mandates, a communication plan and status reporting
* Taking responsibility for quality assurance within the program by overseeing that Program Services methodologies, standards and procedures are being implemented regionally
* Scrum team day-to-day management and impediment removal

## Qualifications for manager / project manager

* CISSP, CISM, CISA, CRISC certifications a plus
* Merchant or Card Services Industry experience
* 4 - 6years experienceas a Project Manager or similar responsibilities, managing multiple simultaneous initiatives
* Advanced experience with Microsoft PowerPoint and Project
* Multiple line of business experience is preferred
* Business processes and procedures - operations and customer service experience a plus