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# Example of Manager, Project / Task Job Description

Our company is growing rapidly and is hiring for a manager, project / task. 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 manager, project / task

* Tracking and analyzing project health and identifying project risks for recommendation/implementation of risk mitigation
* Conducting project meetings, developing status reports, and providing program management reviews
* Managing schedules and quality by reviewing team member activity plans and deliverables and reassigning resources, as needed
* Managing the updating and control of project guides, plans, and procedures
* Managing client, company, and project team expectations
* Interfacing with the project team and stakeholders to manage changes to technical requirements, business requirements, and schedule
* Addressing project team performance issues, within prescribed guidelines
* Reviewing project team schedules and WBS hours
* Coaching and mentoring for project team development
* Determining resource requirements

## Qualifications for manager, project / task

* 1+ year of Experience working with Sharepoint
* Independent Worker – ability to work with a low to moderate level of guidance
* Detail Oriented – ability to create high quality project deliverables (requirements, business process designs, application designs, ) with guidance from the project manager
* ServiceNow Project workflows
* Minimum 15 years of experience as a Project Manager
* Minimum of Bachelor’s Degree from an accredited college or university in Project Management, Business Management, Economics, Political Science, Computer Science, Engineering, Law, Government Contracting, Finance/Accounting, or related discipline