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# Example of Manager / Senior Manager Job Description

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

## Responsibilities for manager / senior manager

* Oversee all Program Management activities as required
* Expertise and/or proficiency in Lean and Six Sigma methodologies and change management techniques
* Develop and manage key client relationships
* Provide oversight/review of all formal deliverables ensuring product quality and on time delivery
* NCDOT Division projects
* QA/QC of conceptual and detailed design of roadway, signing and pavement markings or other areas
* Review and provide quality control and quality assurance for roadway plans
* Overseeing the numerous logistics involved in the smooth daily operation of the department
* Working with financial managers to create the annual budget and providing continuous oversight of the budget month to month, supplying additional financial reports as needed
* Managing work and vacation schedules and maintaining accurate timebanks in Kronos

## Qualifications for manager / senior manager

* Eight years of focused Exempt Organization tax experience in an accounting firm, organization, and/or law firm
* Must be able to provide creative and art direction
* A minimum of 7-15 years direct USAID project management experience, responsible for overseeing project implementation and business development initiatives
* Bachelor’s degree in related field, including International Relations, Political Science, Government, Business, International Development, or relevant work experience required
* Substantial experience in backstopping USAID projects and extensive knowledge of USAID regulations and policies (including AIDAR and FAR), especially as they relate to contracting and procurement
* Solid background in managing large programs, including complicated budgets