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# Example of Marketing Project Manager Job Description

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

## Responsibilities for marketing project manager

* Provides ongoing support to Program Management Office
* Develop process on marketing activations and creative executions
* Manage scheduling/calendar of all executions
* Create accountability for all parties involved
* Collaborate, contribute to the overall GTM process
* Work closely with product teams to drive focus and manage timelines
* Manage 3rd party partners, agencies, printers, contractors
* Work closely with product teams to mitigate the asks
* Lead and drive calendar
* Develop ownership and implement on line project management

## Qualifications for marketing project manager

* Interest in developing program management proficiencies
* Marketing and Brand knowledge
* Social media savvy (LinkedIn, Twitter, Facebook, Paid-Search, SEO, SEM)
* Provide project status reports to external stakeholders and attend calls/meetings when appropriate (storyboard and demo reviews, data report walkthroughs )
* Ideally exposed to project management tools and processes
* 2 to 4 years of project management experience – bonus points for agency or internal marketing department experience