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# Example of Marketing Project Manager Job Description

Our company is looking to fill the role of marketing project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for marketing project manager

* Manage a variety of digital projects and programs from inception to completion, including definition of project scope, steps to delivery and project budget
* Collaborate with internal customers and partners (IT, ecommerce, product marketing, sales, ) to gather content and business requirements for a variety of projects published via digital marketing channels (social media, email campaigns, web site)
* Identifies risk associated with project time, target and budget
* Develops options and recommendations to avert or mitigate identified risk
* Oversees Production Manager in sourcing and managing optimal outside photographic, print and production vendors
* Develops annual calendar overview of creative workflow
* Adheres to company standards to deliver error-free projects
* Act as project manager for the content team’s role in large cross-functional projects, for various content team projects
* Develop Implementation Plans that effectively control project implementation and post-project completion
* Ensure delivery of samples of completed projects to job owner, Director of Visual Branding, production manager and designer

## Qualifications for marketing project manager

* Minimum of five (5) years of experience in marketing and/or advertising
* Excellent organizational skills, the ability to pay close attention to detail
* Prior copywriting and proofreading skills preferred
* Advanced in MS Office Suite
* Must have experience working within CRM systems
* Minimum 2-3 years project management experience in a Marketing/Creative department