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# Example of Professional Project Management Job Description

Our company is searching for experienced candidates for the position of professional project management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for professional project management

* Invoice reconciliation with project delivery stream and POs
* Creation and maintenance of monthly rolling invoice forecast reconciled against monthly actuals
* Create billing data for Agiliti Clients based on usage and maintain revenue tracking based on billing data
* Track client billable work to ensure billing is triggered
* Reconciliation T&E against travel plans and maintain forecast for travel expense
* Maintain contractor spend detail tracked against budget
* Manage, develop, distribute and archive project charters, project plans, schedules, project scorecards and other critical and essential project documents
* Identify, recruit, organize and manage project teams for all assigned projects
* Organize and facilitate all project team meetings
* Lead risk analysis and risk mitigation efforts as required

## Qualifications for professional project management

* Extremely organised, ability to multi-task, prioritise, and collaborate vertically/horizontally and operate in a fast pace environment are essential
* This role will be responsible for all roles/responsibilities associated with the Project/Program Management role
* In addition, this role will need to be able to work across and have skills and experience with the technologies defined in Exhibit A at the end of this document
* Experience working with project management methodology such as Catalyst
* Three or more years of administrative support experience (DOD Flag, SES level preferred)
* Experience working with organization policies and practices (NAVSEA, DOD Navy preferred)