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# Example of Professional Services Manager Job Description

Our innovative and growing company is hiring for a professional services manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for professional services manager

* Recognized leader in Procurement that mentors other growing Procurement professionals
* Work cross-functionally and cross-departmentally with Sales, Product Marketing, Professional Services, Regional Service & Support teams, with other Project Managers to support Professional Services project delivery to customers
* Inspect/monitor the billable utilisation and efficiencies of your team and proactively work with the managers to keep staff highly utilized
* Undertake audit/review requirements as needed, and provide input as necessary to guide project development towards tactical and strategic objectives
* Ensure comprehensive handover processes are in place for all products and projects turned over to Production Support teams
* Manage team to ensure relevant software development plans, engineering requirements, estimates and schedule are established and in place
* Inspect/monitor the billable utilization and efficiencies of your team and proactively work with the managers to keep staff highly utilized
* Manage the remote team and train all PS staff on product enhancements
* Provide management, oversight and structure to professional services operations processes, such as financial period close, project set-up and maintenance, billing
* Develop and execute category strategies in Professional Services in accordance with the Procurement strategy, and category profiling, and communicate these within Procurement, and with Finance, Legal & the Business

## Qualifications for professional services manager

* Benefits Measurement
* 3+ years experience working in Professional Services or Consulting Firm Environment
* Experience leading engagement teams under various models
* 7+ years of business experience with 3+ years of people management skills including leadership development
* 2-5 years accounting, finance, procurement, contract management, sourcing or supply chain software implementation experience preferred
* Motivate and inspire the Client Delivery teams to deliver with high quality and professionalism to clients