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# Example of Program / Project Manager Job Description

Our company is growing rapidly and is looking for a program / project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for program / project manager

* Plans and proposes strategies that best support the business, create efficiencies, and provide outstanding performance
* Works with Cross Functional Teams (CFTs) in determining the business and technical requirements and assists in drafting language to translate them into requirements for related documents
* Assists Sourcing Specialists with the development of strategic sourcing RFPs and participates in evaluation of Supplier responses
* Participate in contract negotiations regarding business and pricing terms with Suppliers
* Assists with the sourcing process in order to drive consensus on critical supplier selection actions
* Conducts analysis of supplier proposals and present evaluation of responses to cross functional teams for consideration and selection
* Participates in determining and analyzing supplier qualifications
* Partners with internal business partners to participate in contract negotiations with incumbent and potential new suppliers
* Ability to solve problems to ensure business and financial issues result in sound recommendations
* Works with Business Partners to resolve less complex supplier related business issues

## Qualifications for program / project manager

* 10% travel is required (domestic and international)
* Project Management (PMP) training and Accreditation
* Six Sigma training and understanding
* Program Status Updates and facilitation of related meetings
* Financial Management of Project Scope
* Project Plan and Time entry management for resources and burn of program