Downloaded from <https://www.velvetjobs.com/job-descriptions/project-director>

# Example of Project Director Job Description

Our innovative and growing company is searching for experienced candidates for the position of project director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project director

* Ensure external consultants
* Significant previous experience in project management, in particular managing complex jobs, within the relevant industry
* The ability to communicate effectively in order to manage customer relationships
* Strong planning and organisation skills to deliver operational excellence and efficiency
* Strong leadership skills, including experience of leading teams and confidence in the ability to lead, influence and communicate with others to deliver targets are required
* A relevant professional qualification, such as APMP, and a relevant technical qualification
* Examine state licensing requirements
* Develop and nurture a positive public presence with the external community through service on committees and boards
* Provide counsel to second tier/ mid-market clients on risk management issues, and may evaluate significant transactions and/or capital commitments prior to execution
* Manage expectations and communications with clients

## Qualifications for project director

* Responsible for leading the project team and ensuring project completion within budget schedule and in conformance with specifications
* Takes the initiative in working with all construction specialists including programing, procurement, quality assurance, construction, finance and accounting and other services required to be performed for the project to achieve an integrated project team approach to the work
* Initiates and directs the planning and development of the project scope, procedure, budget and overall project programming
* Reviews all subcontracts, change orders and contracts/sub-contracts
* Reviews and approves all project forecasts
* Reviews equipment procurement methods, programmes, and specific plans including supplier surveillance and methods of delivery to ensure compatibility with the overall project programme and budget