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# Example of Project Management Manager Job Description

Our company is growing rapidly and is looking to fill the role of project management 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 project management manager

* Lead on-board training, communication, and implementation of processes across team
* Provide awareness and guidance on external trends and processes
* Single accountable party for defining, planning, orchestrating, and delivering strategic initiatives within Prudentials Actuarial and Financial IT organizations
* Design overall communication plans
* Forge relationships with key stakeholders
* Lead cross-functional delivery teams to deliver impactful business outcomes
* Leading moderate to large complexity BRR’s and programs by providing strategic direction to projects, peers and customers
* High degree of autonomy while maintaining awareness of when to engage others for direction/support
* Demonstrate Subject Matter expertise with the PRIME functionality
* Own the tracking and updating of BRR activity to serve as a key communication source

## Qualifications for project management manager

* 5+ years of project or account management experience managing multi-phased projects
* Proven track record delivering complex projects on time
* Thorough knowledge and experience managing multiple, concurrent projects using disciplined project management principles, practices and methodologies relating to program budget administration , expense control and performance management
* Excellent interpersonal and organizational skills with the ability to communicate effectively with team members to persuade timely action based on risk exposure level, compliance deficiencies and audit findings
* Must be self-starter requiring minimal direct supervision
* Knowledge of project management tools, best practices and processes