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# Example of Project Management Senior Job Description

Our innovative and growing company is hiring for a project management senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project management senior

* Coordinate with business partners on all corrective Action Plans as they relate to Information Security in response to internal and external exams
* Understand both business expectations and technology capabilities
* Maintain and publicize
* Take ownership of the Controllers Strategy and ensure alignment to Corporate Strategy
* Assist in management of global, cross-functional drug development project teams and sub-teams
* Support teams in preparing project objectives that support the corporate objectives
* Develop and maintain comprehensive project plans and budgets
* Organize interdepartmental activities to ensure completion of the project within scope, on schedule and within budget constraints
* Track and monitor the identified project risks and mitigations & contingency plans
* Communicate project status and resource constraints to senior management

## Qualifications for project management senior

* 5 – 8 years’ experience managing projects with varying degrees of complexity
* Proficient in Microsoft Word, Project, Project Server, Excel, Visio, Powerpoint, and Sharepoint
* Understands Onelink to procure goods and services
* Must possess knowledge in the use of Six Sigma and/or change management techniques
* Excellent verbal and written communication skills and the ability to interact with all organizational levels, with other departments and external clients and vendors
* Oversees assigned project personnel