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# Example of Project Manager / Architect Job Description

Our innovative and growing company is looking for a project manager / architect. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for project manager / architect

* Work closely with the Office Leadership to diversify and expand the Regional Portfolio
* Work closely with Clients, managing relationships and day-to-day individual project needs
* Work closely with internal Teams to conceptualize, design and produce project documentation
* Work directly with new & existing Clients to develop and maintain robust relationships, including day-to-day Project Management for key project
* Supervise internal Teams in the preparation of design deliverables for all phases of Desig
* Set, monitor and maintain project budgets, work plans, and schedules through all phases of the design process
* Facilitating/Leading recurring status meetings with the business, fielding questions from the business, handling issues that arise from the business
* Develops preliminary program requirements for clients and prospects
* Forecasts order of magnitude scopes, schedules and budgets for projects
* Recommends space policies and standards, procedures and protocols

## Qualifications for project manager / architect

* Demonstrated skills in critical thinking and analysis
* Hands-on experience with the full software development lifecycle, delivering web-based systems in a Java based environment over multiple complex implementations
* Hands on Experience with Web Services and Message based services
* Strong technical and design experience of all aspects of application development
* Experience in architecting software solutions with demanding complexity
* Hands on experience migrating business processes and technologies to Service Oriented Architecture