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# Example of Project Manager, Digital Job Description

Our company is growing rapidly and is hiring for a project manager, digital. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for project manager, digital

* Lead multi-disciplinary project teams through all phases of the project life-cycle providing coaching, motivation and inspiration
* Participate in internal PMO programs including post project reviews, internal process initiatives and ongoing improvement practices
* Work closely with the client partner, communicate with clients and teams on an ongoing basis and ensure changing resource and project requirements are met and understood
* Responsible for project revenue management and reporting
* May be required to manage overall client relationship from a production perspective across various projects that are staffed with other project managers
* Manage all project related requests with the client
* Participate in client pitches and proposals by preparing of project budgets and related materials
* Leverage project knowledge and client relationships to assist in revenue growth within the account
* Facilitate communication between clients, 3rd party vendors and internal staff
* Anticipate obstacles and address them with the team in a proactive manner

## Qualifications for project manager, digital

* 5+ years of experience working as a Senior Project Manager with regional Business / Technical Projects, including working with technical vendors
* Plan, schedule and coordinate internal and external meetings to address varying aspects of projects managed
* Provide call agendas, take notes during internal and agency calls and develops and delivers call recaps
* Excellent knowledge of the project life cycle, associated tools, processes and operational planning
* Excellent team building skills being a team player – measuring success by the whole team’s performance
* Persistent, tenacious and results oriented