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# Example of Project Manager IT Job Description

Our company is growing rapidly and is looking for a project manager IT. 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 IT

* Participate in cross-project planning to resolve conflicts in project priorities
* Plan and schedule project timelines and meetings
* Creates and executes IT project work plans and revises as appropriate to meet changing needs and requirements
* Ability to understand technical requirements of projects and develop plans to support the project
* Manages day-to-day operational aspects of a project and scope along with identifying and managing in-house or vendor resources needed and assigning individual responsibilities
* Minimizes Select’s exposure and risk on project
* Own and manage all aspects of project lifecycle from initiation to closure
* Act in accordance with and enforce standard Project Management policies and procedures
* Proactively manage project timelines, expenses/financials (budget, actual, ), resources, risks, issues, and communications, develop corrective actions as needed
* Understand and manage all changes in project scope

## Qualifications for project manager IT

* Advanced knowledge PMLC, SDLC and best practices
* Master proficiency with Microsoft Project, 2010 version, and other Microsoft Office tools and Visio
* Proficiency with tools such as SharePoint, HPQC and JIRA
* Experience in managing detailed team-wide financials, including budget forecasting
* Understanding of information technology foundations
* Solid knowledge of common project management and collaboration tools