Downloaded from <https://www.velvetjobs.com/job-descriptions/project-manager-operations>

# Example of Project Manager, Operations Job Description

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

## Responsibilities for project manager, operations

* Identifies potential bottlenecks or problem areas in the established timelines
* Leads cross functional project sub-team
* Coordinates and prepares Operations documentation for project milestone reviews in support of Design Control requirements
* Executes Global Operations Design Transfer standard work, including driving Operations design transfer standard process with clearly defined roles and responsibilities, utilizing tools and templates and leading the project communication strategy
* Consults with, advises, and directs cross-functional teams to define, launch and drive strategic business initiatives through entire project lifecycle, ensuring that all technical, regulatory, process, financial and timing requirements are met or exceeded
* Develops complex project plans which identify key issues, problems, approaches, performance metrics and resources required, and revises as appropriate to meet changing needs and requirements
* Creates, manages, and tracks project schedules, including tracking dependencies, deadlines, and other information that may impact delivery or quality of project
* Directly manages Project Coordinators and administers personnel actions to include hiring, performance management, development, corrective actions, and terminations
* Works with team members and serves as a facilitator to understand problems, recommend solutions, and escalate problems as necessary
* Consults with key stakeholders, business partners, management, vendors, IT and other subject matter experts to assess needs and system requirements

## Qualifications for project manager, operations

* Background in Accounting or Finance helpful but not required
* Experience planning and implementing change management for projects with global, multi-regional, cross company impact, or large scale user impact is preferred
* Self-starter with superior problem-solving, quantitative and qualitative analytical and organizational
* Must be a strategic thinker with an ability to dive into details
* Strong analytics and reporting skills
* Detailed understanding of different forms of the project lifecycle (waterfall, agile)