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# Example of Project Manager / Scrum Master Job Description

Our company is searching for experienced candidates for the position of project manager / scrum master. 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 / scrum master

* Work to remove impediments from current sprints
* Facilitate daily scrum meetings
* Ensure effective communication among stakeholders involved in the project or feature release
* Produce burn down and velocity reports
* Overseeing the execution and delivery of cross functional projects
* Facilitate project kick off meetings with key stakeholders to ensure a clear understanding of scope, project team, roles and communication plan
* Work with the Product Managers on an ongoing basis, keeping them informed of key milestones and decisions impacting the overall project
* Lead, participate, and support the various Agile based SDLC and scrum activities
* Coordinates and facilitates end of sprint demonstrations other sprint closure processes
* Facilitates sprint retrospectives with team to ensure continuous improvement & removal of blockers

## Qualifications for project manager / scrum master

* Certified Agile accreditation via a recognised industry source
* Experience in the use of Jira or equivalent Agile Project management software
* Experience of other development methods, ie Prince would also be valuable in relating to other team members who use these techniques to deliver their business objectives
* 3+ years prior experience as an IT Project Manager and/or Scrum Master
* PMP or PMI Agile Certified Practitioner (PMI-ACP) a plus
* Must have recent and active Agile expertise