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# Example of Project Manager Senior Job Description

Our growing company is searching for experienced candidates for the position of project manager senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for project manager senior

* Develops and maintains successful client relationships for repeat business
* Manage project deliverables and follow ePMO governance standards
* Develop excellent working relationships with the all project stakeholders
* Depending on scope and complexity, manage up to three highly complex projects and some moderate to simple complexity projects a year
* Prepare and negotiate client and consultant proposals, fees, schedules, and contracts Initiate, document, and maintain project set-up, including contract review, project process and filing procedures, work authorizations, assisting accounting in timely distribution of invoices
* Establish, maintain, and document regular project related meetings including client, internal team and consultants meetings
* Coordinates staffing resources with office Operations Director
* Direct contact responsibility with clients and associated consultants, to insure timely collections and management of delinquent accounts receivables
* Be responsible for the orderly close out of projects including contractual requirements
* 12+ years’ experience to include managing client relationships, project financials and project teams for large scale corporate interiors projects required

## Qualifications for project manager senior

* Advanced user proficiency with computer software, such as MS Office, MS Project and/or Visio
* Experience of successfully engaging a range of stakeholders including Senior Management
* Working knowledge of Programme Management, Managing Successful Programmes (MSP), Prince2 and agile project management tools and methodologies
* Familiarity with key new media technologies particularly those related to internet distribution of AV and web content
* Experience of successfully managing the delivery of multiple projects
* 5+ years of project leadership experience as a Project Manager