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# Example of Project Manager, Staff Job Description

Our company is growing rapidly and is hiring for a project manager, staff. 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, staff

* Communicates with, and makes effective presentations to, all levels of the company
* Create and manage a foundation to track functional priorities, monthly progress against each and visuals that enable discussions and alignment
* Design a portfolio roadmap and maintain ongoing to serve as a source of truth for functional priorities
* Design and execute initiatives and provide support to the Chief of Staff in projects that contribute to long-term operational excellence, ensuring key projects have clear success measures and operation plans
* Project manage cross-functional initiatives during incubation and initiatives that affect the entire organization
* Proactively identify areas within the organization to scale operational excellence
* Drive change management, communications and adoption within the organization for key initiatives via newsletters, all hands and internal websites
* Establish project milestones, deliverables and measures of success
* Responsible for effectively developing and managing project schedules for New Product Introduction of Military & Seating products
* Ensures all project milestones are achieved within identified and documented time, budget, and performance expectations for small projects or discreet tasks within multiple projects

## Qualifications for project manager, staff

* 10+ years of experience in FERC-regulated projects and National Environmental Policy Act (NEPA) process is strongly preferred, including work on multi-state linear and similar complex projects
* Experience working in a multi-disciplinary team environment on multiple projects/proposal efforts
* Proven track record related to management of client relationships and expectations
* Demonstrated experience with federal environmental review and permitting processes including FERC, the US Fish & Wildlife Service, NEPA, CEQA, and the CWA (including USACE 404 wetland permitting)
* Experience negotiating with both state and federal (Gulf Coast US Army Corps of Engineers districts, USFWS, ) agencies, and an excellent reputation within the professional and regulatory communities
* Experience working in the transportation and renewable energy sectors is a plus (TxDot, Class 1 Rail, and Solar experience particularly)