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# Example of Project Mgr-Tech Job Description

Our growing company is searching for experienced candidates for the position of project mgr-tech. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for project mgr-tech

* Change Management - ECPs proposal lead
* Adheres to CNB Technology Project Management Guidelines and delivery methodologies
* Perform proejct management tasks tasks including opening and closing project assignment sheets, contributing to the creation of work breakdown structures, tracking expenditures and procurements, developing Statements of Work, and creating milestone based schedules
* Work closely with other managers and functional areas to ensure resources from other areas are available and utilized as needed
* Track project progress to financial, schedule, technical and/or new business performance objectives
* Control the schedule and work with the customer and team to expedite operations that delay schedules, alter schedules to meet unforeseen conditions, and devise “what if” scheduling scenarios based on potential new and growth work
* Identify and track potential project risks and discuss possible outcomes and solutions with the customer
* Arrange installation site visits as needed, distribute deliverables, facilitate documentation gathering, and support communication between subcontractors, military installations, team, and customer
* Serve as Technical Point of Contact (TPOC) for subcontract Statements of Work (SOW)
* Work closely with Quality Control (QC) representatives to ensure that high quality products are delivered to the customer

## Qualifications for project mgr-tech

* RemoteView
* Must possess a Clearance with an Full-Scope Polygraph
* Must possess an Active Clearance with a Full-Scope Polygraph
* U.S Army acquisition Level III certification
* IT Agile certification
* Minimum 2 years’ experience with Agile methodology