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# Example of Project / Product Manager Job Description

Our growing company is looking to fill the role of project / product manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for project / product manager

* Provides clear direction, specifies desired results and delegates effectively
* Provides objective feedback to management regarding staff performance
* Coordinate the activities of others (co-workers, vendors and customers) and manage stakeholder expectations and requirements
* Ensure that the project scope is driven by the business imperatives/requirements of the organization
* Assesses the requirements to ensure they are driving the overall solution and maintain consistent focus throughout the project or initiative
* Ensure that the project documentation is consistent, coherent and developed at an appropriate level of detail
* Prepares detailed project plans/schedules to meet project delivery goals
* Prepares and maintains the project budget, working with finance
* Project oversight and management (~60%)
* Act as a liaison between Product Managers, CS Operations, and Engineering organizations in aligning requirements with the delivery of strategic objectives

## Qualifications for project / product manager

* The Launch Project Manager will lead project teams to deliver multiple, simultaneous projects that span across several BUs
* Role can be based in Toronto, Waterloo or Montreal
* Some travel between sites required
* Bachelor's degree or above in Telecommunication, IT, Computer Science, Engineering or relevant discipline is highly preferred
* Extensive experience in Telecom industry with at least 3 years experience in project/product management
* Team and external vendors management experience is a MUST