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# Example of Project / Program Management Job Description

Our growing company is looking for a project / program management. 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 / program management

* Serves as a liaison between clients and internal groups to ensure delivery of projects on time, within budget, and to specification
* Maintains a program/project file of relevant information, documents and correspondence related to the program/project in an auditable state ensuring that all deliverables are appropriately documented
* Manages daily checkpoints and weekly reporting needs including documenting and tracking changes, assumptions, issues, risks and dependencies related to the program/project and where applicable the overarching programme
* Produces high quality and timely management information fit for consumption by the Program Manager and relevant governance structures
* Provides coaching and training to the project team and recipients as required
* Adheres to the CPMO Program Management Playbook
* Managing program design – Program Manager will design the FLDP program, develop the finance curriculum, onboarding program, and events calendar for both the full-time FLDP program and the summer internship program
* Provide advanced project management support to complex drug development projects, including action item tracking, organization and communication of team materials
* Develops multiple project planning scenarios
* Independently identifies opportunities for improvement of departmental work processes and manages a single large project, or several small projects

## Qualifications for project / program management

* Excellent communication and facilitation skills, including working with and presenting to senior executives
* Ability to work and drive key messaging across all levels of the organization
* Ability to conduct process and value stream mapping, develop re-engineered processes aligned with technology solutions
* Ability to thrive in a high-pressure, fast-paced project environment
* Demonstrates an engaging and inclusive manner to promote the greatest contribution from all team members
* Asserts respectful, fact-based constructive challenges instead of avoiding difficult topics, project issues or potential risks