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# Example of Scrum Master / Project Manager Job Description

Our growing company is looking for a scrum master / project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for scrum master / project manager

* Interfaces with all areas affected by the project including all key stakeholders and vendors
* Assembles project teams, assigns individual responsibilities and identifies resources needed
* Determines project scope and deliverables based on documentation and requirements supplied
* Resolves project issues through direct action or escalation, when necessary
* Implements Risk Management program to ensure that all risks are identified and appropriately mitigated
* Reports on project status using defined templates
* Collaborates with project team to creates and maintains program & project documentation based on documentation and requirements supplied
* Leverages industry expertise to develop and implement program guidance, templates, and tools
* Be part of an Agile team delivering unique industry solutions
* Collaborate and solve problems with the development & product teams

## Qualifications for scrum master / project manager

* Must be able to work on complex project issues
* Should have the skills to influence the project team without direct authority
* Advanced proficiency in Project Management Book of Knowledge (PMBOK)
* Experience with Software release concepts and best practices
* Broad experiences in project and program types such as business transformation/reengineering, custom development, conversions, packaged solution implementations, infrastructure, IT transformations
* Broad experiences with project execution methodologies such as agile, waterfall, iterative, packaged solutions selections and implementations, organizational change management, reengineering and process redesign