Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-project-specialist>

# Example of Senior Project Specialist Job Description

Our company is looking to fill the role of senior project specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for senior project specialist

* Actively collaborate with WW HR and WW Talent Development organizations in developing and rolling out finance specific people and talent development programs
* Good understanding of financial statements like P&L, Balance Sheet, Inventory holding
* Solid understanding of finance partnership with business and proactive plan in creating strategic skillsets for finance professionals to proactively support the business
* Project leader in creating a long term vision on career development, employee engagement and talent management for each individual finance function across the spectrum Treasury, Business Finance, FP&A, Controllership, Internal Audit
* Undertake ownership and delivery of results on special projects identified by the Safety leadership team
* Establish, lead and execute projects, provide day to day operational direction as necessary to ensure the teams deliver on their commitments
* Ensure aggressively realistic schedule are established with input and commitment from core-team members
* Work with a broad range of management levels ranging from individual contributors to Executive Leadership Team
* Lead regular project team meetings, tracking progress against plan, design robustness, and managing risks to minimize impact to the project plan
* Establish, deploy and execute project management best practices including risk management, project estimation, resource management and requirements management

## Qualifications for senior project specialist

* Experience in areas of data management, such as data modeling, integration, transformation, quality, warehousing, visualization
* Demonstrated experience in project risk assessments and applying risk assessment skills to support business development and project implementation for nuclear related projects, , @Risk, Crystal Ball, Pertmaster
* Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in Computer Information Systems
* Works effectively in an environment in which the parameters may change daily
* Successful completion of a full 4-year course of study in an accredited college or university leading to a masters or higher degree in Learning Sciences or Three years of experience working in communications and project management at a university setting
* Computer proficient (Costpoint, Cognos, Word, PowerPoint, Excel, Project)