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# Example of Service Project Manager Job Description

Our company is looking for a service project manager. 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 service project manager

* Maintain an effective “risk & opportunity” register for all projects under their control including cost and program related items
* Coordinate and manage all procurement, engineering, manufacturing, Site resources and sub-contract interfaces for projects under their control
* Maintain customer relationship to achieve long-term retention and satisfaction for growth potential
* Carry out effective contract reviews with finance team including forecasting of financial and resource requirements
* Make full use on the Non-conformance reporting (NCR) tool ensuring all project related NCRs are closed out in a timely manner and all NCCs captured
* Participate in VAM, 3i and TOP+ cost reduction and sales stimulation ideas creation
* And delivery to the overall benefit of the business
* Management of a project(s) budget typically between £1k to £5M
* Operate within signature protocol, governance, processes and systems
* Approval of timesheets and expenses on project related costs as required

## Qualifications for service project manager

* Ensuring that risk related costs are included in project budgets and forecasts
* Ensuring that risk considerations are incorporated into project schedules
* Adjusting, update and communicate project plans as needed
* Working closely with Process Owners to understand business objectives in order to scope projects appropriately
* Presenting and lead conversations about projects, issues, solutions, and strategy to senior leaders
* Providing functional expertise to assess potential financial and operational impact of projects or issues