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# Example of Service Project Manager Job Description

Our company is searching for experienced candidates for the position of service 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 service project manager

* Support sales representatives by consulting with customers as needed, researching and resolving customer problems, and recommending modifications to the product or processes as needed to ensure a timely a quality product
* Process estimates and quotes for sales representatives
* Listen to the customer, recognize key issues and communicate these items to the appropriate production and sales teams
* Lead services creation projects, following the Service Generation Process, with global teams
* Ensure consistent approach to format and delivery of the offers alignment with other services offers in the presentation and delivery to customers
* Specifies the staffing of the project, resources required, anticipated costs, risk assessment and quality standards to be used
* Reports on employees’ performance to the hierarchical superior of the employees for each project
* Ensure scope of project is consistent with quotes and customer needs, maintain customer contact to ensure coordination and proper schedule of all products and services, develop and maintain accurate forecast and receivables
* Proactively monitor and manage backlogs to ensure proper execution of projects
* Order entry and order transfer processing

## Qualifications for service project manager

* Experience working for a multi-national organization and working with colleagues in other locations international locations
* Experience with Project Management Tools (internal, external, MS Project, or similar)
* High level Site activities coordination with a focus on Health and safety
* Bachelor's degree in Business Administration, Computer Science, Information Systems
* Accountable - Ability to demonstrate ownership, both individual and shared, to achieve results
* Collaborative - Ability to work beyond boundaries in a team environment