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# Example of Services Project Manager Job Description

Our growing company is hiring for a services project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for services project manager

* Define and develop business requirements
* Prepare project plans and ancillary documentation within established business requirements
* Work closely with business and technical staff to harvest business needs into practical technology solutions
* Assign a wide range of tasks based on skills, experience, and availability
* To take ownership of the entire project lifecycle from inception through to delivery and maintenance
* To ensure management information, project documentation and governance for the business area is available and up to date
* To provide effective project and service reporting
* To support product or service owners in delivering their aspirations for products and services’ functionality, content delivery and publishing solutions
* To anticipate, manage and resolve issues and act as a clearing house for problems confronting projects or services, including impediments faced by development teams
* To keep abreast of developments in web, mobile and other interactive technologies and share this knowledge with colleagues

## Qualifications for services project manager

* Practical knowledge of ITIL methodologies, preferably with ITIL certification
* Familiarity with Service Center Deployment Manager (SCDM) is an advantage
* Prior experience in product transfer from R&D to Manufacturing
* Experience of the Supply Chain Process
* Excellent MS Project, MS PowerPoint , MS Excel, MS Visioand SharePoint skills
* Solution design /architecture design experience (from a business operations back ground not from a technical project) essential