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# Example of Services Project Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of services project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for services project manager

* Collaborate closely with Architects, Consultants and Presales to map out project delivery
* Maintain a project schedule across tasks, resources, progress and performance
* Lead and manage teams of Consultants and Architects responsible for implementation
* Meet target billable utilization objectives
* Schedule, plan and coordinate activities of departmental personnel that are engaged in the manufacturing of prototype components
* Be responsible for developing field execution strategies, site staffing estimates, customer / constructor meetings, and tender documents
* Oversee the subcontracting process, pre-qualifications, and commercial structure, bid packages, and negotiation through final award
* Oversee long term assignments at a designated services contract, including operating plans, contractual obligations, employee management and all other site needs
* Utilize expertise in overall field operations
* Ensure process discipline on site and assign site teams based on project and service requirements to ensure contract requirements are met

## Qualifications for services project manager

* Shrewd budget management combined with strong client management with a track record of maximising revenue and generating new opportunities
* A successful history of managing budgets of at least £3m per year
* Planning and monitoring the work of large teams
* Effective use and management of resource including work appraisals and coaching
* Strong business and systems design background
* Detailed project planning and tracking