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

# Example of Specialist Project Management Job Description

Our company is growing rapidly and is looking to fill the role of specialist project management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for specialist project management

* Work within a framework of conditions that is set and followed, contracts are predefined
* Strong written and verbal skills for clear and effective communication with customers, both external and internal, on project related matters including commercial, financial and technical subjects
* Develops and manages the project schedule to meet document and equipment delivery commitments
* Has overall project budget responsibility
* Project engineering experience with skid mounted process equipment packages including pressure vessels, piping systems and rotating equipment
* Analyzes key factors (e.g., hardware and software maturity levels, strategic alliances with other companies, subcontractor capabilities) and risk assessments in order to develop plans or make recommendations for change
* Provides recommendations to decision makers
* Support GCO in the use of SAP-PDM which includes process support, tool support, defining and designing tool change requests, and providing organizational training
* Assisting Management to identify and define the scope for an SAP Bundle (changes to existing functionality)
* Assisting Management to identify and define the scope for a Project within a Release

## Qualifications for specialist project management

* Proficient in the use of both Microsoft Office software and project management software
* Strong relationship and management skills – must possess the ability to interface and influence all levels of the organization and across functional boundaries
* 7 years of experience in Project Management, with at least 4 of those years managing IS projects
* Self-starter with excellent problem solving, analytical and organizational skills
* Minimum of 3 years’ experience in operations, software implementation or management consulting
* Strong understanding of RPA tools and their capabilities