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# Example of Specialist Project Management Job Description

Our company is looking to fill the role of specialist project management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for specialist project management

* Managing team files, action items, issues, and training support material in the various tools
* Send out IT Communications to the business
* Assist third-party broker partner relating to real estate transaction services
* Maintain accurate and pertinent databases for vendors, service providers, Work with legal counsel with respect to transaction documentation
* Manage the customer interface on a day-to-day basis and their expectations
* Operational ownership of a localized group of CC representatives, having a major supporting role to the CC Team leader in the selection of team members, ensuring appropriate skills, language and personal qualities are well balanced within the team, to provide great support to customers in the team’s designated sales areas
* Scheduling of the localized team to ensure service level / staff level commitment is met and workload is evenly distributed, including vacation planning, requirements for sickness cover in support of the team leader
* Work with your group to drive simplification and operational efficiency projects that have a positive impact on Customer Service process quality and impact on customer satisfaction
* At least annually review and comment customer care process mapping to ensure they meet requirements of your group / your group follows the appropriate process
* Ensure group generates quotes to a consistent standard meeting specified turn-around targets including instigation of New Account/Know Your Customer process flow

## Qualifications for specialist project management

* Extensive experience in a customer facing environment and working technical knowledge of the biotechnology industry (preferred not essential)
* A basic understanding of project management methodologies would be advantageous
* Business level user of MS Office with flair for IT tools and systems in general
* Outgoing, flexible, self-driven and proactive personality, capable of multitasking, structuring own work assignments and meeting deadlines
* Able to communicate and collaborate with people across all organizational levels
* Strong Project Management background with +5 years experience in NPI and Technology Transfer projects