Downloaded from <https://www.velvetjobs.com/job-descriptions/systems-project-manager>

# Example of Systems Project Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of systems 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 systems project manager

* Reviewing and approving calculations, drawings, technical specifications, procurement documents, design and installation packages, proposal evaluations, technical reports, cost estimates, detailed analyses, design justifications, and other materials suitable for procurement and construction purposes in rail
* Collaboratively work with all internal and external stakeholders to ensure all expectations are clearly defined and understood
* Managing communications with client, team, subcontractors, and sub-consultants in a professional manner
* Sealing design packages using the Professional Engineer stamp, in a professional and ethical manner
* Project management leadership related to planning and executing project processes that support meeting the project deliverables
* As an effective leader within the Financial Systems Group, this position works closely with Revenue System partners as a Business Project Manager and to provide impact assessment for various project initiatives, partnering with key stakeholders to ensure requirements are met across different levels of the operation
* Responsible for project assessment, including determining if a project impacts Revenue Systems team
* Support planning, execution, delivery, status updates within the end-to-end IT development cycle for enterprise-wide projects such as system integrations/migrations impacting multiple legal reporting entities, sub-ledger migrations, and general ledger conversions (and decommissions)
* Overall project ownership and responsibility for coordinating a matrix team including Engineering, Manufacturing, Sourcing, Logistics, Finance and Services
* Clarify and communicate expectations to project team members and stakeholders

## Qualifications for systems project manager

* 3 years of Experience with Vendor Management (contracts, SOWs, Compliance obligations)
* CRM experience (Siebel, Salesforce.com, Microsoft Dynamics)
* Project management experience, including use of project management tools (MS Project)
* Experience in and good understanding of the Fashion and Apparel business lifecycle & landscape, , Merchandise Planning and Allocations, Retail Operations, Business Intelligence
* Qualified candidate must have knowledge of ERP and Planning Systems, BI Tools and Retail POS systems and experience implementing/working with these types of systems
* Leadership capability to drive cross functional partnerships to meet business goals