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# Example of Systems Project Manager Job Description

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

## Responsibilities for systems project manager

* Manage the programme / project finances to inform the business case
* Manage third-party suppliers and commercials to ensure their project deliverables are completed to agreed time, budget and quality standards
* Work closely with the GI Management team to manages clinical projects for the GI Division which may include workflow changes due to system upgrades and other hospital-wide initiatives
* With direction from leadership team fulfills data requests and performs complex data analyses which could require querying and extracting scheduling, billing and clinical data from multiple sources
* Maintains GI website and provides input for DHC website
* Assists users at all levels of computer proficiency
* Interfaces with Partners Information Systems to coordinate computer and phone networking, installation, support and upgrades
* Interfaces with vendors to evaluate and acquire hardware and software, and to provide continued support and enhancements
* Provides input to Sr AD in budget preparation, project planning and scheduling, and evaluation of IT/IS-related service contracts
* Participates in customer meetings, job site final walk‐thru and manages the completion of all close‐out documentation such as As‐Built drawings and system operating instructions

## Qualifications for systems project manager

* Knowledgeable of HR disciplines
* Knowledgeable of ADP’s WorkForce Now system
* At least 3 years experience in project management with direct client facing experience
* Formal project management training or education, proven informal training will be considered
* At least 3 years experience overseeing or coordinating multiple consulting, implementation and integration projects
* Exposure to project planning software, creating project plans