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# Example of Technical Project / Program Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of technical project / program 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 technical project / program manager

* Responsible for managing schedule and task details by utilizing project management tools
* Ensures objectives are clearly defined and agreed across the business unit and communicated and aligned with vendors
* Provides leadership to multifunctional design teams comprised of internal, external headcounts to complete project/program
* Initiates and manages capital allocation requests, purchase requisitions, and purchase orders
* Coordinating and organizing program tasks/activities per business goals/program deliverables
* Own and Coordinate Fiscal Year funding planning for new programs based on Marketing Technologies' strategic vision
* Creating and managing the budget and operating plan of a program
* Leading team(s) with a diverse array of talents, responsibilities across multiple geo locations globally
* Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions
* Own Vendor relationships, prepare/manage/Approve SOWs, Purchase Order creation/processing, monthly invoice receiving

## Qualifications for technical project / program manager

* Effectively communicate to business leaders, and are able to work with business, engineering, infrastructure and operations
* Provide a unique combination of business, project management and technical skills
* Knowledge on providing the right amount of information and insights to the business teams and also be able to dive deep to have a thorough understanding of the technical projects and associated dependencies
* Comfortable juggling competing priorities and handling ambiguity
* Ability to navigate a highly matrixes organization effectively
* At least 7 years of progressively responsible experience on large scale software development projects, and program management