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# Example of Temporary Project Manager Job Description

Our innovative and growing company is looking to fill the role of temporary project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for temporary project manager

* Accountable for overall customer satisfaction during transition process
* Anticipates and manages risks and issues that impact the transition process to GS
* Accountable for issue and risk resolution & escalation to management where required
* Lead assessment of business readiness for successful transition and go live
* Manage interdependencies with other initiatives, local and global
* Manage key activities & milestones related to process & documentation encountered by Transition Team and other work streams / teams related to transition process and timing
* Knowledge transfer and onboarding of employees, including job shadowing planning and review, and training
* Compliance related activities
* Work with all required stakeholders to ensure proper and timely communications, including
* GS/CoE North America and Manila based employees

## Qualifications for temporary project manager

* Understanding of Google Apps for Work is preferred by not required
* Essential Microsoft Products expert
* Bacehlors Degree and/or 1 - 3 years work experience
* Familiarity with an audit management system (e.g., QAAD, Trackwise)
* Communicates professionally, clearly, concisely, and consistently both verbally and in writing
* Experience with Trackwise AMS