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# Example of Temporary Project Manager Job Description

Our innovative and growing company is looking for a temporary project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for temporary project manager

* Conduct regular (daily) jobsite and work area inspections
* Familiarise self with UK companies, their activities and their tax profiles
* Carry out and document full spectrum tax diligence on selected companies to identify tax issues/refine proposals
* Formulate action plan and timetable for agreement of workstream
* Implement tax actions to bring resolve issues, bring compliance up to date and obtain agreement of tax authorities within agreed timescales
* Prepare tax debrief for tax compliance managers of matters for inclusion in statutory tax returns
* Leadership and management of the assigned project/s
* Responsibility for project scope and initiation phase
* Support in creating business cases in order to secure financial resources
* Apply global adidas HR Project Management methodology, procedures and tools throughout the entire product lifecycle

## Qualifications for temporary project manager

* Ensure alignment of initiatives with overall HR & People strategy
* A minimum of 7 years of Finance or related business experience is required
* Proficiency with Microsoft Office, including Visio, is required
* This position may also require 10-25% domestic and international travel to Canada.Finance
* SAP, JDE experience preferred
* Collaborates cross-functionally on assignments with internal and external stakeholders to understand the results of data analyses and research by communicating results and findings