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

# Example of Transformation Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of transformation 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 transformation manager

* Take responsibility for global procurement tools in close collaboration with the Group Procurement Director and the local Chief Procurement Officers in order to secure their impact and contribution on the Procurement transformation
* Designing the Migration Concept from a legacy environment to the target one
* Recommending and delivering a migration path that meets the affiliates and business areas' current and future needs through an end-to-end perspective
* Ensuring user engagement via provision of trainings, communication and value creation
* Collaborating with team members and external partners to ensure adherence to SLAs
* Continuous and clear communication to the various stakeholders
* Developing and maintaining the global expansion of the product and its functionalities through the affiliate network
* Responsible for all phases of the established process
* Assembles the process team, assigns individual responsibilities and guides the team through the process methodology
* Becomes intimately familiar with the entire scope and requirements of the initiative

## Qualifications for transformation manager

* Demonstrated experience in developing transformation strategies and supporting implementation plans
* Knowledge of IT project planning and management practices
* Extensive knowledge of and experience in project planning
* Self-motivated, able to work independently, and must enjoy working as a part of a team and across functions
* Proficiency in Microsoft Word and Excel data visualization software such as Spotfire
* Working knowledge of quality management systems (e.g., ISO)