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# Example of Transition Manager Job Description

Our growing company is looking to fill the role of transition manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for transition manager

* Ensure that the delivery of new products and/or services from the project meets business requirements and is delivered within defined cost constraints
* Build and maintain effective relationships with colleagues, other business units and key stakeholders
* Manage the change management approach in a business and/or technical environment
* Manages project delivery team
* Manage a portfolio of transition projects in Manila
* Partner with J&J GS service delivery teams in Manila to plan and execute transition activities internal to J&J GS
* Identifies and responds to the key business drivers and those areas of business need which are not adequately supported by current and planned IT, within the strategic planning time frame
* Evaluates major options for providing IT services effectively and efficiently and recommends solutions
* Documenting and assessing impacts of program/project change requests in a timely manner
* Ensuring your program/projects are auditable (CGI quality processes applied)

## Qualifications for transition manager

* Minimum 7-10 years IT Services and Outsourcing Experience
* Has worked as a Transition Lead for medium to large Managed Services type of transactions
* Been involved in creating and presenting the Transition Plan and Knowledge Transfer approaches to the client as part of the deal sales process
* Is comfortable with different types of Outsourcing deal structures and services, including AMS, ITO, As-A-Service and Cloud based structures
* Has hands-on knowledge of typical Transition Tools and Accelerators, and has used them during solutioning and execution
* Has strong project management, and communication skills