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# Example of VP, Project Management Job Description

Our company is looking to fill the role of VP, project management. 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 VP, project management

* Collaborate with GRC leadership to ensure cross team synergies
* Lead a team of project and program managers on a wide range of initiatives of varying complexity
* Lead business planning efforts and build governance frameworks to support effective communication of project updates, changes and dependencies
* Drives execution of international projects with high-level of discipline and attention to detail
* Effectively manage the scope and the expectation of project stakeholders for multiple projects concurrently
* Partner with WMIS Operations and Technology Plan and Development teams to create strategic solutions to oversee new products and develop enhanced tools
* Produce high level summaries, presentation and updates for senior management and stakeholders
* Develop a target operating model for regional document management
* Establish a document repository for all HR documents and ensure these are validated and or updated within the Firms system of record retention
* Develop and implement a plan for migrating all locations to the target state operating model

## Qualifications for VP, project management

* Bachelor's Degree in Project or Business management or other related disciplines or equivalent a strong plus
* Prior hands on experience in the areas of workflow automation, encoding technologies, digital file delivery & processing, copyright protection a plus
* Knowledge of SharePoint, Microsoft Project, Workfront PPM software or other similar project management and collaboration applications a plus
* Must be proactive with demonstrated ability to take initiative and lead a project forward with little supervision
* Contract negotiation experience a plus
* Engineering background or experience a strong plus