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# Example of Web Project Manager Job Description

Our company is searching for experienced candidates for the position of web project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for web project manager

* Initiate or coordinate any and all intake requests for resources from various team SMEs for all projects within portfolio
* Ensure all project requirements and/or objectives are correctly gathered, understood and properly translated for execution
* Define and recognize project Key Performance Indicators and manage the work within scope, quality, time and cost constraints within Project Management tool
* Accountable for overall project success - including execution and hands on daily activity, cost, schedule, quality, and scope management
* Accountable for customer satisfaction / relationship both internal and external as deemed relative or necessary to project success
* Ability to form and lead and execute along side strong multi-functional teams to achieve company and/or customer objectives
* Understand and exceed customer (internal or external) needs and expectations
* Identify creative ways to implement corrective actions in cost effective manner
* Utilize tools to track changes and identify cost impact for review with senior management
* Understand marketing planning and execution inclusive of content development, demand generation, and messaging where applicable

## Qualifications for web project manager

* Site Operations & Release Management
* Act as lead in managing site releases across multiple countries, sites, languages, and devices
* Degree or certification in Project Management a plus
* Experience producing multimedia and/or video projects a plus
* Experience working with content management a plus
* Must have strong people skills and be a good diplomatic communicator