Example of Bank Project Manager Job Description

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Our innovative and growing company is looking to fill the role of bank project manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for bank project manager

- Identify and understand current business processes and develop procedures specific to the US IHC
- Manage projects to deliver a robust front office risk management framework
- Drive workstream delivery through full project lifecycle
- Front-to-back management of a dedicated workstream/project
- Manage core PM tasks such as developing and maintaining project plans, RAID logs, regular status reports and updates for senior stakeholders
- Develop and execute communication and training plans
- Create meeting materials and lead/facilitate key project meetings and working groups
- Develop and manage relationships with program sponsors and partners across sales and trading business lines, supervisors, business management, Compliance and infrastructure functions
- Design and implement Operating Model changes for the T&E business to increase efficiency and mitigate risk
- Develop presentation materials for internal stakeholders, including senior management, that clearly explain the issue being discussed and drive meetings to a business decision

Qualifications for bank project manager

- Excellent communication skills to communicate key messages, simplify complex business situations and secure smooth business adoption of new

- 5+ years of Private Banking experience required, ideally in project management at large financial services organization
- Experience across diverse private banking functions including sales, product, service and technology
- Proven expertise with workflow and operating model design
- Results-oriented, self-starter – able to identify areas to add value and execute efficiently
- Prior process improvement, business analysis, and project management experience