



Example of Bank Project Manager Job Description

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Our company is growing rapidly and is looking for a bank 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 bank project manager

- Implement escalation processes where exception requests are reviewed, approved/declined, and documented
- Work with the Project Management Office to highlight initiatives and analyze data regarding T&E achievements and areas of opportunity to promote productivity
- Recommendations development for improvements across all aspects of operating model - re-design of organizational roles, process efficiencies and technology enhancements
- Project managing the Japan CTB project objectives, in close partnership with RTB and IT partners
- Providing project management oversight, including project planning and control, stakeholder management, status tracking and reporting, issue and risk management, and budget management
- Leading detailed analysis with RTB staff, wider Ops groups and Business Units to document business requirements - including defining current and future states, business rules and reference data requirements, and reviewing business requirements documentation with stakeholders to ensure accuracy
- Producing reference materials, as required
- Support Solutions Center agenda, including requirements, design, testing and implementation
- Create and maintain detailed project plans to ensure effective and integrated execution of the agenda
- Assist the Head of the Solutions Center and the Client Service management

of business plans and delivery on resulting strategic and tactical initiatives to address priorities

Qualifications for bank project manager

- Experience defining business requirements and managing and executing testing activities
- Develops strong relationships and personal credibility with the user community and understands how their needs/requirements can be incorporated into the delivery of the solution
- Strong communication skills - articulate and comfortable being assertive in communication to a range of different groups / levels
- Working knowledge/understanding of FATCA, French/Italian Transaction Tax, CRS
- Proven track record of project management or COO/business management experience within the investment banking front office environment, middle office / operations, or Legal/Compliance
- Sound understanding of the macro investment banking environment and industry initiatives, particularly around US Bank Regulations