



Example of Communications Project Manager Job Description

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Our growing company is searching for experienced candidates for the position of communications project manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for communications project manager

- Act as a gatekeeper on behalf of the stores
- Define design requirements and use tools to track the design against client requirements
- Work effectively as part of a leadership team to ensure that design and deployment objectives, timelines, are met
- Work closely with outsourced vendors/contractors as needed to support communication services (backhaul, RF sweeps/clearing and RF coverage)
- Effectively communicate Benefit plans and policies to associates, using a variety of different media, for Benefit initiatives, topics, and education
- This person will manage the time lines, deliverables, and scopes of these projects
- Manage training, change, and communications strategies and activities for multiple concurrent work streams
- Manage project scope and client expectations related to training and documentation, communications and change management activities
- Provide input to project plans, timelines and approaches
- Work within project training and communications budget constraints

Qualifications for communications project manager

- Ability to adapt to constant change and work well under pressure
- Self-motivated, and confident to take initiative to carry out duties with

- Proven experience in project managing strategic publications plans including author liaison
- Ability to liaise with clients
- Proven experience in publications planning
- Potentially, experience in working client-side in publications planning