



Example of Delivery Manager / Project Manager Job Description

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Our company is growing rapidly and is hiring for a delivery manager / project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for delivery manager / project manager

- Acts as central point of contract for all project activities
- Manages the day-to-day tasks/activities for all resources assigned to project
- Alerts project owners on actions that can impact project schedules, costs, or quality of deliverables
- Provides necessary information to project owners to make project relevant decisions
- Work with vendors, based on requirements from project owners to define timeline and deliverables
- Define and manage for each project a plan including work breakdown structures, project milestones, critical path analyses, risk assessment and management plans, cost/benefit analyses, staffing plans, project timelines, and project budgets
- Prepare and manage a project budget
- Identify ways to accelerate the project execution where possible while maintaining high quality standards
- Contribute to the analysis of Capacity and Resource staffing levels
- Delivery of complex international software solutions managing a diverse team of highly-skilled technical engineers, business analyst and subject matter experts

Qualifications for delivery manager / project manager

- Successful support completion of delivery of design-build (transit, rail project, or highway) or P3 projects with a capital construction cost of \$250 million
- Minimum ten (10) years of experience as a Project or Design Manager with project management responsibility on large, highly complex projects
- Five (5) years of specific experience in delivery of design-build and/or P3 projects, with experience in both pre-award and post-award phases
- Proven ability to build multi-disciplinary teams to successfully deliver complex and fast-paced engineering projects
- Knowledge of all aspects of a project lifecycle