



## Example of Implementation Lead Job Description

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Our company is looking for an implementation lead. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for implementation lead

- Participate in the hand-off of post-production bug fixes and enhancements planning for subsequent mini-releases
- Monitor and evaluate post production service level results and client satisfaction
- Conducts tests or test planning sessions, provides input for feasibility and prepares user documentation and follow-up evaluation
- Coordinate with testing team and assist with the development of requirement traceability matrixes, process change matrixes, and user acceptance test cases to ensure user requirements are fulfilled
- Communicate regularly the status of Marketing initiatives to the Leveraging Opportunities Transformation Office, the broad implementation team, and the various stakeholder groups
- Promptly resolve barriers to progress, including resource contention, conflicting priorities, and scope issues to meet time commitments
- Assist the Chairs of the Chief Marketing Officers (CMO) Caucus and Marketing Working Group with setting agendas for productive meetings, with an emphasis on securing critical decisions
- Help lead the change management process with respect to the Marketing initiatives, identifying and supporting passionate change agents and encouraging enthusiastic followers
- Identify and mitigate implementation risks
- Provide leadership in the development of the governance framework for CCAR implementation including the oversight mechanisms to identify gaps

## Qualifications for implementation lead

- Knowledge of website editing and development preferred
- Requires a Bachelor's degree in Information Systems, Computer Science, Business Administration or other related field
- Requires 6+ years' experience in system implementations, project management, multiple technologies, frameworks, processes, application, or other directly related experience
- Requires advanced interpersonal skills with the ability to work with both management and staff employees
- Influencing and engaging teams in meeting agreed upon outcomes
- Communicating and collaborating with key stakeholders to engender trust and commitment