



Example of Infrastructure Manager Job Description

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Our growing company is hiring for an infrastructure 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 infrastructure manager

- Delivering engaging, informative, and well-organized presentations
- Communicating difficult/sensitive information tactfully
- Assuring project documents are completed and signed
- Managing relationships and coordinating work between vendors, customers, sub-contractors, and engineering teams throughout various locations
- Managing the completion and distribution of all deliverables to customers, by tracking the delivery status and installation schedules, in accordance with required time frames
- Overseeing change management on the overall project scope, according to a predefined change process, to meet project goals
- Creating and maintaining project implementation plans, risk mitigation plans, design documents, project budget, status reports, and all other project management-related documentation
- Partners closely with the Problem and Incident Management Team to ensure business partners are notified timely and often during major incidents
- Manage and engage with all members of the ETS leadership team and executives
- Manage assigned internal and external resources to achieve project success and optimal resource utilization

Qualifications for infrastructure manager

- A strong understanding of how technologies affect the data path and integration points from the end user through the application and network infrastructure
- Interfaces with software\hardware vendors for the installation of their products and resolutions of subsequent difficulties resulting from the installation
- Evaluates and makes appropriate recommendations to all data processing areas in a way that ensures efficient, timely and reliable job and system performance
- Trains personnel in the use of new software and hardware products
- Responsible for the supervision of assigned staff and exercises the usual authority concerning staffing, performance appraisals, promotions, salary recommendations, and terminations