



Example of Principal Project Manager Job Description

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Our company is growing rapidly and is looking to fill the role of principal project manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for principal project manager

- Develops and implements global collaboration by utilizing SharePoint and communicates knowledge transfer
- Designs, develops, implements and executes P&T "One Stop Knowledge Shop"
- Development of Knowledge Asset Libraries
- Subject Matter Expert of Learning and Development Projects and create a Center of Excellence
- Designs and implements development tools that will assist in P&T Onboarding and Learning & Development
- Develops materials for a variety of audiences, from senior executives to front-line employees (recipient of communication), and for various communication vehicles including the intranet, e-mail, speeches, and presentations
- Assists senior management in the development of solutions through organizational development and cultural and process-oriented perspectives
- Build relationships to effectively communicate, negotiate and identify value drivers that are critical for C-level customer contacts - work with customers at their locations via remote communication methods
- Performs a variety of duties involved with planning, organizing, measuring, monitoring, controlling and overseeing Customer or Internal Services projects
- Understands the customer's goals, business needs and current business and economic trends

Qualifications for principal project manager

- Milestone and timeline driven
- Experience of structured product development processes
- Minimum of 10 - 15 years of experience on design, project/program management, construction administration, and project coordination
- Candidate to be technically capable in highway design development, familiar with Caltrans project development procedures/processes, with experience in development of managed lanes - and specifically Express Lanes
- Bachelor's degree, with emphasis in business, marketing, or related field