



Example of Project Management Project Manager Job Description

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Our company is growing rapidly and is looking to fill the role of project management project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for project management project manager

- Facilitates engagement with internal and external stakeholders, ensuring strategic alignment, clear understanding of project goals and focus on delivering meaningful outcomes
- May include management responsibility of project consultants located on-shore and off-shore
- Providing central project oversight and management services to the infrastructure group in a large financial institution
- Proven experience in performing project/program support across the Enterprise Infrastructure (EI) portfolio of programs and projects, with executive attention
- Strong experience reporting project cost and schedule status to multiple levels of stakeholders in a clear, concise and transparent fashion
- Ensure project risk and issues are managed and mitigated appropriately while ensuring timely delivery
- Review and manage all operational performance metrics for project management delivery of all practice areas
- Monitor, manage and drive overall PM and delivery utilization and project efficiency
- Identify, develop, and gather the resources to complete the project which may include preparing designs and work specifications
- Ensure project objectives and business expectations are met

- Highly effective collaborator and facilitator, with excellent written and verbal communication skills
- Able to travel 15% of time, primarily to Parsippany NJ
- Plan, conduct, and debrief regular mock-disaster exercises to test the adequacy of existing plans and strategies, updating procedures and plans regularly
- Act as a coordinator for continuity efforts after a disruption event
- Supervise the disaster recovery process and planning for assigned scope
- Participate in Annual Business Impact Analysis and Annual Risk Assessment