



Example of Project Management, Staff Job Description

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Our innovative and growing company is searching for experienced candidates for the position of project management, staff. 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, staff

- Hire, manage, and mentor a team of project managers who are responsible for the gas and steam turbines, generator, balance of plant (BOP) and HRSG projects
- Actively participate in and implement Project Management Office (PMO) processes to ensure operational rigor and discipline, including cost forecasting, project reporting, and maintaining integrity and accuracy of project data, information and project documentation in Project Management Systems
- Serve as the first line of escalation for customer concerns / issues and ensure customer satisfaction and issue resolution
- Oversee requirements gathering and approval
- Work with team to plan out tasks and create a realistic project schedule
- Tackle tough problems head-on
- Effectively communicate to the project team, stakeholders and executives regarding project status, issues, risks, mitigation plans and deployment plans
- Proactively manage projects according to department and corporate policies and procedures
- Act as a change agent to drive changes throughout the organization, and participate in continuous improvement
- Ability to identify complex risks and issues

- Model of integrity with proven track record of confidentiality and ethical behavior
- Good knowledge of team management and dealing with people
- Proven track record in delivering results by working with cross-functional & dynamic teams
- An undergraduate degree in science or engineering, and at least 7-10 years' experience in Project or Program Management
- Demonstrated experience with enterprise technology development methodologies throughout the project lifecycle (SDLC)
- Experience in Financial Services or other regulated industries, and medium to large organizations