



## Example of Project Manager / Architect Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is searching for experienced candidates for the position of project manager / architect. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for project manager / architect

- Leads high visibility business and application based initiatives to successful completion while ensuring operational stability and sustainability remain uncompromised (Mergers and Acquisitions, Divestitures, Internal/SaaS/Mobile Applications, and Enterprise Upgrades to completion)
- Plan, Schedule, and Track project timelines, milestones, and deliverables
- Demonstrates commitment to business partner satisfaction
- Provides cost and resource estimates for technology investments and projects
- Action-oriented problem-solver
- Supports efforts to adhere and improve upon security and technical standards and application roadmaps
- Ability to take ownership and lead process improvement efforts in collaboration with business SME's
- Responsible for delivery of specific tasks and/or deliverables identified in the project work plan
- Produce presentations, graphics, reference documents and procedure in support of EA PMP
- Assist DOJ Staff in managing and administering the DOJ EA PMO

### Qualifications for project manager / architect

- Must be detail oriented, thorough, well organized and effectively manage time
- Proficiency with Revit, AutoCad and Adobe Creative Suite
- RA Required
- Passing score on FE (preferred)
- Wall, window and door systems, waterproofing, roofing, , and their