



Example of Project Manager Level Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of project manager level. 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 manager level

- Under the direction/oversight of a Program Manager or assigned Project Manager – Level III
- Develop project plans for small to medium sized projects based upon defined high level features and functions and defined project success criteria
- Assign project tasks to appropriate resources and communicate expectations and
- Accountabilities in a timely and clear fashion
- Support PMO, reporting to project manager, with the administration of projects including commitment deadlines, project documentation, scheduling and attending meetings and taking meeting minutes
- Adhere to the established project management methodology and standards while carrying out their responsibilities
- Communicate status to and incorporate feedback from stakeholders
- Facilitate communications both internal and external to clients
- Serve as primary interface with Procurement and Vendor Managers, for acquisition of necessary technology and services
- Repeatable project coordination/Collects and analyzes project or program metrics in coordination

Qualifications for project manager level

- Advanced user in project management tools (e.g., MS Project, SharePoint)

- Professional certification (e.g., PMP, ITIL) beneficial
- Ability to distill and present information to a broad audience
- Must be able to work in a fast-paced, busy and stressful environment
- Must be able to work indoors and be exposed to various environmental factors such as, but not limited to monitor fatigue, noise, dust, cigarette smoke, and be able to access all areas of the property