

Example of Project Mgr Job Description

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Our company is looking to fill the role of project mgr. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for project mgr

- Act as an advisor to matrixed individuals to meet schedules and/or resolve technical problems
- Develop and manage project schedules, performance requirements and status
- Review the project schedule with staff that will be affected by the project activities
- Prepare periodic project status reports
- Collaborate with key business and IT partners, both internal and external, across multiple divisions with both diverse audiences (including both technical and business team members)
- Collaborate with marketing / communication and customer education partners to develop customer-facing materials
- Elicit, document and manage stakeholder requirements in order to meet business and project needs, including change management processes and related procedures
- Lead high-level project management duties the ability to handle in-depth tasks and resolve complex process and data issues
- Organize project work and provide work directions to indirect reports and project team members
- Present to management and senior executives

Qualifications for project mgr

- Strong business analysis skills to understand process, procedures and supporting data
- Strong verbal and written communication skills including the ability to facilitate meetings, and to develop and deliver presentations to multiple types of audiences ranging from staff to senior management
- Ability to work collaboratively with key internal stakeholders, external customers and vendors
- Strong Change Management skills and experience which should include ability to drive & manage assigned projects from conceptual definition through to execution/launch
- Effectively manage projects through the use of standard project management tools, including proficiency in Microsoft Suite (Word, Excel, PowerPoint, Visio, Project)
- Product development and adoption management experience