Our company is hiring for a senior IT project manager. 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 senior IT project manager**

- Manage staff in accordance with organizational policies and applicable laws
- Lead and manage multiple IT projects (incl
- Contacts vendors, when appropriate, and evaluates the fit/cost of solution options
- Ensures that all projects progress on schedule and within budget
- Works well with internal and external teams in order to ensure concerns are heard and adequately addressed
- Develop project plans based on a clearly articulated approach and strategy
- Monitor, report, and follow-up on the status and next steps of all project components
- Hold regular status meetings with project team
- Effectively communicate relevant project information to senior leadership
- Facilitates preparation and readiness for ART ceremonies

**Qualifications for senior IT project manager**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job
- Excellent RTB management skills honed from experience at leading organizations
- Create a communication plan for the entire project team and understand how
• Responsible for supporting the management and completion activities associated with ad hoc project management which includes scheduling project team meetings, capturing key decisions and action items, identifying and managing risks managing the project according to the established deliverables and timelines
• Advanced knowledge and experience with managing complex projects across multiple teams and departments
• Applies standard project management methodology to plan and track the project through the project lifecycle which includes status reporting (weekly and monthly, tracking project expenses against the project budget and risk/issue management)