



Example of Senior Portfolio Manager Job Description

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Our growing company is looking for a senior portfolio 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 portfolio manager

- Electrical sign-offs Construction applications and sign – offs
- Interact with client's supervisors as required
- Monitor work assignments, working hours, scheduling and performance of all service contractors and personnel providing services to our client
- Review and approve PO's as requires
- Submit daily spend to SPM for approval
- Comply with the PO guidelines within the MSA
- Comply with Building Operations policy & procedures including emergency procedures
- Seek personal and professional growth
- Manage construction projects for facility when required
- Relation with Service-Teams around the world Relationship Managers/Assistants

Qualifications for senior portfolio manager

- Minimum 10 year experience in the Financial Service industry preferably in Commercial Real Estate
- Experience with project management and portfolio management software
- Communication ability – must speak fluent English and be able to communicate effectively with PMs (that means they need to understand the L/S equity business, and that they need to be reasonably

- Strong analytical/problem solving skills (quantitatively savvy, should know some statistics)
- Motivated, hard-working, self-starter (will-do attitude)
- Experience managing very large project portfolios with a breadth of projects ranging from business as usual changes to high complexity and organizational impact