



# Example of Solutions Project Manager Job Description

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Our company is growing rapidly and is hiring for a solutions project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for solutions project manager

- Assist senior project managers with Project artifact creation and management
- Maintain responsibility for the management of multiple projects, across multiple product lines and or regions
- Maintain responsibility for overall coordination, status reporting and stability of project oriented work efforts
- Assemble project plans and teamwork assignments, directing and monitoring work efforts as needed, performing quality reviews
- Maintain responsibility for tracking key project milestones
- Work closely with customers, contractors and third-party providers in development of a project
- Submit all necessary paperwork, including travel itineraries, trip reports, activity reports, expense reports and service reports, as required, accurately and in a timely manner
- Direct activities of assigned subordinates
- Assign projects, monitor progress, ensure completion of project and project documents
- Perform PMEs, create development plans for employees

## Qualifications for solutions project manager

- Bachelors/Master's in Computer Science/Information Technology or related technical discipline
- 11+ years of working experience in web technologies (Java/J2EE)

- Develop case studies and assist with creating general presentation slides, and collateral as needed
- To develop project management and communications skills by working closely with leaders across functions and lines of business
- Familiar with the Payment and Acquiring knowledge and strategies