



Example of Solutions Project Manager Job Description

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Our company is looking for a solutions project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for solutions project manager

- Work on a pre-project basis to develop project concept and specifications, aid in defining requirements before releasing a response to a Request for Information (RFI) or Request for Proposal (RFP)
- Assist in reviewing, completing and submitting proposals, ensure the validity of delivery dates and commitments, methodology compliance, ensure that project plans and statements of work conform to standards, prepare gross margin worksheets, etc
- Lead development and professionally deliver client presentations as required to support sales opportunities
- Coordinate with practice to maintain resource forecasts consistent with practice sales pipeline
- When identified as a subject matter expert, responsible for creation of both internal and external competency materials to support sales, marketing and develop and maintain delivery methodologies
- Project Management - manage the project team throughout the project lifecycle, owning the project plan, team meetings, action and risk tracking, and project status reporting
- Maintain the group's contract approval form tool, intranet spaces and model contract documents, manage the Group's use (such as by communicating requirements) of systems managed by others, such as the group's contract lifecycle management tool
- Identify, propose and execute on process and system enhancements
- Develop, produce and distribute metrics and reports on the ECS's

Qualifications for solutions project manager

- Familiarity with Big Data Technology is a plus
- Project Manager with 10+ years of technical and business experience in BPM Solutions
- Financial Markets background with Client On-boarding projects would be preferable
- Strong Coordination and project management experience managing stakeholders at multiple locations
- Requirement Management, Planning and managing business partners
- Minimum of 5 years project management experience in related field is required