



# Example of Staff Program / Project Manager Job Description

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Our innovative and growing company is hiring for a staff program / project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for staff program / project manager

- Ensure timely completion of recruiting and employment actions
- Recommend strategies for filling key positions
- Communicate status and plans to TOP management
- Coordinate international country authorizations
- Use applicable DoD systems to process authorizations
- Communicate with Prime Contractor/COR, which includes routing letters of invitation for signatures
- Manage and respond to Prime Contractor, COR, candidates for employment, and employee inquiries regarding staffing levels, position vacancies, status of recruiting actions, and country authorizations
- Produce Vacancy Date to Fill report for Prime Contractor when requested
- Ensure that contractual requirements and local law requirements are met in terms of the required paperwork for all employees to legally work in the countries where their positions are located
- Develop standard operating procedures to manage consistent delivery of services under the contract

## Qualifications for staff program / project manager

- Design and implement new processes and systems that improve how we work, and the product that we deliver
- Work with your peers to ensure a unified and cohesive working experience

- Communicate and interface with all areas affected in the product development lifecycle, including cross-functional stakeholders and business sponsors
- An awesome attitude, great sense of humor and a commitment to excellence
- Bachelor's degree or equivalent experience in Computer Information Systems (CIS), Management Information Systems (MIS), Operations and Information Management (OIM) or a related field