



# Example of Staff Project Manager Job Description

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

## Responsibilities for staff project manager

- Request and coordinate required process and discipline engineering and design resources, whether from the site, corporate groups, or outside engineering vendors, to prepare engineering design deliverables and to procure equipment, fabricated materials, and services
- Develop and maintain partnerships with assigned project manufacturing representatives to execute projects from initial scoping and funding, through detailed engineering and procurement, to startup and commissioning, and final documentation and closure
- To successfully support the Greenville site and ensure alignment with the best practices of corporate engineering, the candidate will be located, on average, in Greenville 3 weeks a month and 1 week a month at the RSC Hub in Wyandotte MI
- Putting mechanisms in place to set expectations and ensure on-going control of the project (E.g., Kick off meeting, overall Project Management Approach, Risk Management, Issues Management, Change Control)
- Provide leadership and mentorship to the natural resources team
- Manage and oversee the technical, administrative, and budgetary details of projects
- Assist with business development initiatives including preparing proposals and assisting with targeted strategic marketing initiatives
- Be a liaison between regulatory agencies and clients
- Ensures compliance with AFE policy
- May develop project management plans that include project scope

## Qualifications for staff project manager

- Coordinate with Workplace Solutions and colleagues across Risk Management on space planning matters
- Engage in department Communications Strategy development and execution activities such as "voice of the department" (writing and delivering emails and newsletters from the department mailbox), Pulse page content management and design guidance, senior leader partnership to execute blogs, videos, and other forms of department engagement
- Support the transformation efforts of the command center across FS CRM (potentially getting involved in SLQ2CQ support, reporting and monitoring)
- 2 years of experience in Project Management or 2 years of experience in Process Management or 2 years of experience in Communications or 2 years of experience in Human Resources
- Knowledge of Document Control systems, and ERP/MRP control systems (e.g JDE or SAP)
- Must have the ability to adapt to rapidly changing priorities and has the flexibility to support operations in accordance with departmental and company schedules and priorities