



# Example of Staff Project Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of staff project 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 staff project manager

- Monitors projects from initiation through first production delivery
- Utilizes the UTAS Project Management tools and systems on projects (GLPDS, Stage Gates)
- Functions as the Integrated Product Development Team Leaders, coordinating numerous functional disciplines in support of project execution
- Identifies improvement opportunities and participates in continuous improvement activities for the Project Management and Integrated Product Development Team processes
- Collaborates with the NEASC Co-Chairs, Senior Leadership and Subject Matter Experts to ensure successful NEASC Accreditation and compliance to all the standards
- Lead the planning and implementation of the NEASC accreditation self-study process
- Develop full scale project plans in coordinating with Leadership, pertinent faculty and project staff
- Coordinates all activities related to the project plan and maintain all project documentation
- Tracks performance against the project plan, minimizes risk and ensures all aspects are delivered per the deadline(s) established
- Report issues and escalate to Co-Chairs as needed

## Qualifications for staff project manager

- Demonstrated ability to oversee, plan, coordinate, track, and complete small to moderate size projects meeting desired project outcomes within specified time and budget constraints
- Ability to coordinate and prioritize multiple projects
- A degree from a four-year university or equivalent experience
- 8+ years experience managing large, complex application system development/integration projects
- 3+ years experience life science/med diagnostics /pharma industry and familiarity with pertinent regulations such as SOX, GxP validation and verification, and privacy
- Cloud/SaaS vendor experience