

Example of Strategic Project Manager Job Description

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Our company is growing rapidly and is looking to fill the role of strategic project manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for strategic project manager

- Leads all the actions necessary to carry out the project until closed
- Performs schedule, quality, cost and critical activities tracking against the plan
- Manages within the established performance, schedule and budget constraints
- Identifies issues and risks, coordinate and track action plans
- Prepares stage gates decisions and report progress to the stakeholders
- Leads discussions with team and proper parties when discrepancies
- Responsible for key project leadership and integration of activities on all levels to ensure client satisfaction and results through quality assurance processes, ongoing communication, and identification and implementation of client success improvements
- Develops and maintains best practice documentation, in both electronic and hard-copy format, for successful large engagement development, management, and execution
- Engages with regional Sales Directors, Independent Sales Consultants, Clients and internal resources to collaborate on Blue Sheet plans and actions as well Gold Sheet or relationship management plans
- Develops and maintains relationships with internal resources to ensure delivery of quality services and materials

Qualifications for strategic project manager

- Organized, dynamic, proactive, team leadership & process driven but pragmatic
- Able to achieve results via Influence
- PMP Training or Certification is a plus
- Able to travel (up to 15%) domestically in Mexico internationally to USA (USA visa is required)
- Has the ability to develop approaches to tasks
- Prior experience as a full-time project manager is not required, but the candidate should have interest in project management