



Example of Support Project Manager Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of support 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 support project manager

- Oversee/monitor day-to-day activity of resources for project quotations, service delivery, quality/delivery issues and other job specific transactional elements of the relationship
- Partner with Sales develop and define Business Unit opportunities from conceptual to final execution
- Keep informed and participates in the design of power solutions and systems to surpass competition in total service quality and cost
- Manage the continuous input and updates to the Client Experience project priority list, including changes in allocated budget, forecasts, addition of new projects, funding approvals, and more
- Be the single point of contact for project document creation, governance requirements through the project lifecycle, and financial management (forecasting and actuals)
- Create, produce, update, and analyze financial status reports
- Work cross-functionally with various stakeholders to provide details on current financial status
- Oversee the quoting, planning, and execution of all Tower & Support Service projects in North America
- Responsible for leading a cross functional team of Specialists and Professionals P/L ownership for delivering \$15M+ in annual revenue at or above the target contribution margin. Other tasks as assigned to allow for periodic (non-regular) or special projects that do not impact main functions of

- Provide technical requirements including IIN range information, test cards and developer tool kits to ensure seamless transaction processing

Qualifications for support project manager

- Ability to pay attention to details, errorless delivery, logical reasoning
- Demonstrated technical leadership in refueling outages
- IT graduate or student in final stages of their degree (available for full time employment)
- Cover letter addressed to the Office of Academic Affairs that presents the applicant's capabilities and experiences
- Demonstrated ability to work calmly and effectively under pressure and capacity to be both self-directed and flexible
- Strong Macintosh proficiency, literacy, and application skills required