



# Example of Web Project Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of web project manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for web project manager

- Fraud prevention and authentication
- Biometric authentication
- Online enrollment
- Online rewards redemption
- Develop and maintain a 1-3 year portfolio strategy that will guide the development of clear and actionable plans of record for all work within assigned portfolio
- Develop, maintain, and publish executive portfolio dashboards
- Partner with other Program Managers to establish plans of record for all properties within portfolio
- Assist with planning and facilitating in the prioritization of all work requests in partnership with stakeholders
- Overall lead for any and all projects delivered on any of the properties managed by the Digital Team
- Responsible for assembling teams and resources to support projects within portfolio to ensure all impacted groups are included, and as the lead point of contact for all information and coordination during the project's lifecycle

## Qualifications for web project manager

- Oversee execution of translations, test plans & actively participate in our QA process

- Knowledge of popular content management systems and website building tools
- Knowledge of building a website for conversions and results-oriented design techniques and best-practices
- Minimum of 5 years' experience in Web and mobile app project management or as product manager and 2 years' experience with people manager or equivalent experience within the technology and / or video game industries
- Understanding of basic Web development principles HTML, CSS, JavaScript