



Example of Web Project Manager Job Description

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Our company is searching for experienced candidates for the position of web project manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for web project manager

- Initiate or coordinate any and all intake requests for resources from various team SMEs for all projects within portfolio
- Ensure all project requirements and/or objectives are correctly gathered, understood and properly translated for execution
- Define and recognize project Key Performance Indicators and manage the work within scope, quality, time and cost constraints within Project Management tool
- Accountable for overall project success - including execution and hands on daily activity, cost, schedule, quality, and scope management
- Accountable for customer satisfaction / relationship both internal and external as deemed relative or necessary to project success
- Ability to form and lead and execute along side strong multi-functional teams to achieve company and/or customer objectives
- Understand and exceed customer (internal or external) needs and expectations
- Identify creative ways to implement corrective actions in cost effective manner
- Utilize tools to track changes and identify cost impact for review with senior management
- Understand marketing planning and execution inclusive of content development, demand generation, and messaging where applicable

Qualifications for web project manager

- Act as lead in managing site releases across multiple countries, sites, languages, and devices
- Degree or certification in Project Management a plus
- Experience producing multimedia and/or video projects a plus
- Experience working with content management a plus
- Must have strong people skills and be a good diplomatic communicator