



# Example of Web Project Manager Job Description

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Our company is growing rapidly and is hiring for a web 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 web project manager

- Working within the client's tool to create nodes for the content writers to use (training provided)
- Providing training and documentation to the team for system enhancements and new products
- Provide regular project updates to project team, relevant departments, stakeholders, project champions and senior leadership as needed
- Establish and maintain communications with both customer personnel and senior management as needed
- Facilitate communication and education for all interested parties as deemed necessary
- Responsible for managing cross-divisional / cross-functional / cross-cultural teams
- Builds and structures integrated teams to ensure maximum performance
- Mentors and coaches and works along side project team members
- Work with marketing managers, process improvement team and company management to identify and solve problems
- Deliver proactive business analysis and project management support ensuring that corporate and enterprise projects align with strategic needs

## Qualifications for web project manager

- Experience with work in a non-profit organization a plus

- Consideration will be given to those with proven experience working closely with an online game publisher, applicants with good Jira and Confluence knowledge
- Experience developing RESTful API's in a Micro-services architecture
- Strong understanding of development process, including development, testing, and deployment, work breakdown, dependencies, responsibilities (full SDLC)
- Working experience with highly customizable/configurable CMS highly preferred (eg