



Example of Web Project Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of 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

- Lead all aspects of web projects including project planning, status tracking and reporting
- Prepare, document, and provide a business design for user requirements and/or requests for changes as required
- Create end to end test scripts with traceability to requirements and wireframes
- Document changes and help provide users with instructions
- Act as the 1st tier support for our marketing and business liaisons
- Assist IT in troubleshooting issues as they arise during development/testing
- Interact and moderate between business department, technical users and outside development agencies as required
- Meet with stakeholders to capture and document business requirements
- Manage project stakeholder reviews weekly to include IT and BU
- Participate in daily scrums led by IT Project manager

Qualifications for web project manager

- 6+ years' experience as a project manager or similar position for large Fortune 500 companies
- Industry experience in areas of Mobile, eCommerce and/or Telesales
- Comfortable working in fast-paced environments and adjusting to changes in scope and deadline

- 2+ years of Project Management experience at a consumer internet company, preferably a Top-200 website