



Example of Web Project Manager Job Description

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Our company is looking to fill the role 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

- Ensure business sign-off of functional specs / user stories and wireframes
- Ensure set-up of UAT and subsequent sign-off by BU single point of contact
- Ensure business have addressed required operational readiness requirements
- Interfacing with project sponsors and key users, with its management for the steering of project progress and for reporting
- Responsible for managing projects for Sallie Mae's Online Loan Servicing site
- Must keep up on online, mobile or industry trends competitive trends
- Maintain a keen knowledge of the student loan market, payments and banking industries, and other relevant trends to drive the strategy for product development and ensure that the Company's products remain competitive and attractive to both schools and students
- Work with business partners to review project status and collect feedback
- Client Management – Confidently and effectively communicate with multiple clients/stakeholders on a daily basis through emails, meetings, phone calls and IM
- Manage the technology relationship within the Digital Platforms organization

Qualifications for web project manager

- 3-5 years of experience working with Creative Agencies, UI Designers and QA to implement Web features
- Working understanding of PMI principles and practices

- Previous experience managing large information technology related projects with specific emphasis on government revenue agency tax system implementation and tax system project management
- IT project management best practices/standard methodology
- Managing large information technology-related projects with specific emphasis on government revenue agency tax system implementations and tax system project management