JOB DESCRIPTION

| **TITLE** | PROJECT MANAGER  |
| --- | --- |
| **Reports To**  | [Insert Title] |

**Job Purpose**

The Project Manager analyzes and coordinates the schedule, timeline, procurement, staffing, and budget of a product or service on a per-project basis. This position directs and coordinates the efforts of [ORGANIZATION NAME]’s team of [INSERT KIND OF TEAM e.g., writers. developers]. This function also serves as the client's or customer's point of contact.

The successful Project Manager is a leader with excellent business acumen. This person is highly organized and is strict with quality.

**Duties and Responsibilities**

Overall Responsibilities:

* Communicating with clients to define the needs and objectives for a project
* Creating project plans that include details such as objectives, budget, timelines, and personnel.
* Identifying, evaluating, and choosing vendors and consultants to satisfy project requirements
* Delegating tasks and responsibilities to team members
* Consulting with team members to identify and address issues
* Monitoring project costs for budget adherence
* Monitoring project deliverables and milestones to ensure on-time completion
* Proposing, examining, and approving project plan adjustments
* Generating and disseminating project documentation
* Performing other related duties

**Qualifications**

* X-year work experience in project management preferably in [INDICATE INDUSTRY]
* A degree in project management, business, or a related field.
* Project management certification is required/an asset.
* Computer literacy: able to use MS Office Suite, project management software, [ADD OTHER SYSTEMS NEEDED]

**Core Competencies**

* Excellent written and verbal communication skills.
* Superb interpersonal skills
* Strong ability to negotiate and resolve conflicts
* Excellent leadership and team management skills
* Highly organized with strong time management skills
* Excellent analytical and problem-solving skills

**Working Conditions**

* Work a standard schedule [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]
* May requires extended periods of sitting and working on a computer monitor.
* May require overtime or working long hours.
* May require travel