Project Manager Job Description Sample

We are looking for a seasoned Project Manager with the mental strength and organizational skills to launch and maintain a key project for our firm. In this role, you will work closely with software engineers, motivating and holding them accountable to project deadlines and budget goals.

Despite any setbacks that occur, you will continue to improve workflow and efficiency by pushing teams toward project launch. You will do this with a positive, affable, and infectious attitude that motivates as much as it supervises. You will have weekly forward-facing client contact, and communicate clearly with internal teams when the project shifts. A careful planner, you will work to flag any incomplete tasks that might slow the steady march toward go-live.

You will have two years experience in goal refinement and planning, project documentation, and monitoring. You will be a good listener as well a clear and methodical thinker. Articulate and intelligent, you will feel at home with internal teams of software programmers and external clients and vendors.

A Bachelor’s Degree in Project Management or a relevant field is preferred.

Responsibilities

* Coordinates complex projects with multiple tasks on deadline and under budget.
* Collaborates with senior management to set goals of projects.
* Leads cross-functional teams and organizes their efforts to maximize workflows.
* Navigates teams around any project roadblocks that might occur.
* Uses project management software to organize and prioritize activities.
* Tracks project budget and alerts management to project creep.
* Documents and observes employee time, labor, and budget.
* Reports labor or client issues to leadership.
* Negotiates and collaborates with clients and internal staff.
* Reduces project risk with risk management.
* Minimizes downtime during the project.
* Constantly audits budget to minimize costs.
* Reviews progress of projects on a continuous basis with project team.
* Holds employees accountable to all project and budget deadlines.

Required skills

Educational

* High School Diploma or General Education Diploma (GED) required.
* Bachelor’s Degree in Project Management or other relevant field.
* Project Management Certification.

Technical

* Skilled with project management software including Microsoft Project, Basecamp, Trello, Asana, and Jira.
* Strong data entry and documentation skills. Microsoft Office suite is mandatory.
* Technical writing skills.
* Ability to quickly scan for information including emails, documents, websites, and more.
* Strong skills in math, budget, and time tracking.
* Excellent natural list maker and very detailed.
* Sees the big picture -- and all the small details.
* Excellent at documenting.

Communication/Organizational

* A strong leader.
* Agile and creative written and verbal communicator.
* Comfortable with all internal and external teams.
* Expert multi-tasker and a methodical documenter with excellent attention to detail.
* Calm under intense deadlines, able to function under heavy performance pressure.
* Understands when to teach, when to cajole, and when to panic.
* Highly ethical and trustworthy.
* Able to work independently and on teams to complete job functions.
* Comfortable in a variety of professional settings, from the job site to the home office.
* Savvy client communicator.
* Strong reading comprehension.
* A team player, with outstanding interpersonal skills.
* Creative when solving problems.
* Critical thinker.

Benefits

* Full-time with benefits.

How to apply

* Apply by forwarding your resume along with a cover letter.