

# Project Manager

**Position:** Project Manager

**Department:** Project Management

**Reports To:** Director of Operations

## Job Overview

The Project Manager is responsible for organizing, planning, and executing projects from beginning to end. The role requires overseeing all aspects of project management, including setting project goals, managing budgets and timelines, communicating with stakeholders, and leading project teams to successful delivery.

## Key Responsibilities

- Define project scope, objectives, and deliverables in collaboration with stakeholders and team members.
- Develop detailed project plans to monitor and track progress.
- Coordinate internal resources and third parties/vendors for execution of projects.
- Manage project budgets, resources, and timelines effectively.
- Report and escalate project risks, issues, or changes as needed.
- Lead, coach, and motivate team members to achieve project goals.
- Ensure project documentation is complete and maintained appropriately.
- Facilitate project meetings and provide regular status updates to stakeholders.

## Required Qualifications

- Bachelor's degree in Business, Management, or related field.
- 3+ years of proven experience in project management.
- Strong understanding of formal project management methodologies.
- Excellent organization, communication, and leadership skills.
- Proficient in project management software (e.g., MS Project, Asana, Jira).
- Ability to work effectively both independently and as part of a team.

## Preferred Qualifications

- PMP, PRINCE2, or similar project management certification.
- Experience managing projects in the relevant industry.
- Advanced knowledge of project scheduling tools and data analysis.

## Competencies

- Analytical thinking and problem-solving.
- Attention to detail.
- Adaptability and flexibility.
- Strong negotiation and conflict resolution skills.
- Effective stakeholder management.

## Work Environment

The Project Manager works primarily in an office environment, with occasional travel to project sites or meetings as required.

