Project Manager Job Description

Position Overview

The Project Manager is responsible for planning, executing, and completing projects according to deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants to deliver projects according to plan. The Project Manager will also define the project's objectives and oversee quality control throughout its life cycle.

Key Responsibilities

- Define project scope, goals, and deliverables in collaboration with stakeholders.
- Develop detailed project plans and manage project timelines.
- Allocate resources and manage project budgets.
- Coordinate and lead cross-functional project teams.
- Monitor project progress and adjust plans as necessary.
- Communicate project status to stakeholders regularly.
- Conduct risk management to minimize project risks.
- Ensure all projects are delivered on-time, within scope, and within budget.
- Perform project evaluations and results reporting.

Requirements

- Bachelor's degree in Business, Management, or related field.
- Proven working experience in project management.
- Excellent written and verbal communication skills.
- Strong organizational and multitasking abilities.
- Project Management Professional (PMP) certification is a plus.
- Ability to work effectively in a team and independently.

Skills

- Leadership and decision-making skills
- Time management
- Budget management
- Problem-solving skills
- Negotiation and conflict resolution
- Stakeholder management

Reporting To

Director of Project Management / Program Manager