# Project manager job description template

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| --- | --- |
| **Location** | Insert here |
| **Job type** | Permanent full time/permanent part time/casual/temp |
| **Salary** | Insert here |
| **Contact** | Insert here |

## About the company

## [Provide potential candidates a brief overview of your company. Employees are much more likely to engage and connect with a business that can explain their ethos and mission. You can provide links to videos, or your company website, details of benefits and information about why a candidate would like to work for you.]

## About the role

Our company is seeking a skilled and experienced project manager to organise a variety of projects for key clients. The portfolio of projects is broad, so the chosen applicant will have a proven history of successfully managing a range of projects for a variety of clients.

The successful applicant will be responsible for ensuring projects are delivered on time, restricting the project’s budget to within the client’s outlined scope, and ensuring the client’s brief is met. You will have business acumen, proven success in budgeting and analysis, as well as experience managing a large team. Your strong leadership abilities enable you to ensure each member of the project team contributes to overall project success.

Key responsibilities include (but are not limited to):

* Manage internal resources and external vendors for seamless project performance.
* Make sure projects are completed within the timeframe and within budget.
* Prepare scopes of work and present them to clients and stakeholders.
* Ensure the availability of resources required for the project, and allocate them adequately.
* Create project plan for each project to keep track of progress.
* Apply suitable verification strategies to handle variations in project scope, cost, or timeline.
* Keep clients up-to-date with project performance milestones.
* Ensure a good relationship between clients and stakeholders.
* Consistently perform risk assessments.
* Uphold a good relationship with third party vendors.
* Ensure project documentation is completed throughout.

## Skills and experience

* A tertiary education, with a degree in computer science or engineering beneficial.
* Experience managing projects, as a project administrator or higher.
* High level technical skills, with a solid comprehension of software development.
* High level communication skills, with the ability to seamlessly facilitate client relations.
* Excellent organisational ability, with high levels of attention to details and the ability to prioritise tasks.
* Complete aptitude with Microsoft Office, especially Excel, Outlook, and Word.
* Exceptional ability to manage a large team, so that each person is working efficiently towards the same goal.

## Remuneration

Insert here

## How to apply

To apply please send your CV and cover letter to [insert email address here].