

Project Manager Job Description

Duties and Responsibilities:

- Establish and implement objectives and goals for a project
- Liaise with project personnel to execute project plans and achieve set target
- Coordinate the hiring, training, and orienting of temporal or permanent personnel
- Organize and lead meetings to discuss or communicate changes in project plans
- Prepare and manage annual budgets in order to achieve project objectives
- Confer with upper management and stakeholders to ensure efficient and effective implementation of a project
- Submit weekly, monthly or annual reports to supervisors on project progress
- Ensure the availability of materials and human resources required for a project
- Plan project processes and set deadlines to meet established objectives
- Supervise the operations of project personnel and assign tasks as necessary
- Conduct risk assessments to identify and manage contingencies that may negatively impact a project
- Ensure compliance with project quality standards, procedures, and guidelines
- Conduct surveys to determine current or future client needs and requirements
- Monitor the performance of project personnel to identify areas that require improvement
- Carry out assessments to determine the need for adjustment in project procedures or processes.

Project Manager Requirements – Skills, Knowledge, and Abilities

- Education and Training: To become a project manager, you require a Bachelor's degree in project management, business, or in other similar discipline. Some employers require project managers to have a Master's degree in project management. About 5 years of experience in the field of resource management is necessary for the job. Project managers are also required to obtain project management professional certification from the Project Management Institute
- Leadership Skill: Project managers are able to lead a team of project personnel to achieve set objectives
- Analytical Skill: They conduct forecasts to identify limitations that can impede the progress of a project
- Communication Skill: They are able to relay project information to various departments of an organization.