

Technical Project Manager Job Description

Duties and Responsibilities:

- Evaluate complex situations using diverse sources of information
- Lead, monitor, and motivate different teams across the company and interact with staff at all levels in the organization
- Create and manage methods of management, communication plans, and processes
- Analyze, plan, and develop procedures and other management and technical duties
- Define the scope of the project, roles, and responsibilities along with various stakeholders
- Participate in the allocation of budget, staff and any other resource(s) that are needed to accomplish or achieve set out goals (projects), and also monitor the performance of every project
- Maintain correct project time frames, estimates, and status reports
- Responsible for the management of complex problems and development of processes for scheduling and administration
- Make sure that all required projects are completed and reviewed
- Responsible for identifying, clarifying, and communicating the vision(s) and/or objective(s) of projects and show how they fall in place with, enhance, or inhibits such vision(s) and/or objective(s)
- Provide process improvement recommendations that are based on best practices and industry standards.

Technical Project Manager Requirements – Skills, Knowledge, and Abilities

- Good and effective communication and leadership skills.
- Good interpersonal skills so as to be able to relate with people or personnel from different units of the company
- Excellent numerical, analytical, and problem-solving skills

- Good knowledge and understanding of relevant IT applications
- Ability to build relationship across many fronts
- Ability to focus and pay attention to details at all times
- Ability to work in a team as well as an individual with little or no supervision
- Minimum of Bachelor's Degree in any IT-related discipline
- 3-5 years of relevant working experience in a project management setting
- Any other certification would be a plus.