



## **Senior Project Manager Job Description**

---

Job Title: Senior Project Manager  
Department: Project Management Office  
Reports To: VP Operations

### Summary

As a Senior Project Manager you must be able to manage a large multi-faceted project/account/campaign or multiple projects at the same time. You must also be able to manage a Project Manager and/or an Assistant Project Manager and/or team of Project Managers.

### Responsibilities:

1. **Project managers are change agents:** They make project goals their own and use their skills and expertise to inspire a sense of shared purpose within the project team. They enjoy the organized adrenaline of new challenges and the responsibility of driving business results.
2. **Responsibility and Accountability for the Project:** Responsible for using best practice PMO methodology to create a project plan to fit the stakeholders/customers' needs and deliver with-in budget on desired outcomes. Fully accountable for the result of the project, is the driver that holds the project together. The project manager leads the project with passion, as if it was his or her own business.
3. **Defines Project Roles and Responsibilities:** Working closely with the Customer, Sales Team, Engineering and Manufacturing the PM is ultimately responsible for defining the project scope and objectives to ensure project members understand what is expected of them and what they should expect from one another.
4. **Performs Project Tracking:** Prepares, maintains and submits clear & concise activity/progress reports and time recording/management reports. The No. 1 reason for tracking a project is to discover potential problems before they occur. The PM applies this proactive approach in routinely tracking the project members' progress against their project commitments.
5. **Adopts Project Management Best Practices:** The PM, not management, is responsible for defining, teaching, and enforcing the use of good project management practices. They have a broad and flexible toolkit of techniques, resolving complex, interdependent activities into tasks and sub-tasks that are documented, monitored and controlled. They adapt their approach to the context and constraints of each project, knowing that no "one size" can fit all the variety of projects. And they are always improving their own and their teams' skills through lessons-learned reviews at project completion.
6. **Makes Things Happen:** Have the knowledge, skills and experience to be able to recognize when problems surface or potential problems are looming. PM is able to

articulate problems, bring the right people together to solve problems and know when the problem has been properly addressed and closed—all this with the proper sense of urgency that the problem requires.

7. **Promotes Customer Involvement:** The PM recognizes that project success is directly related to satisfying the customer; therefore, customer involvement is essential to ensure that the right product is built. Communicates Project Status Upward and to the Client. No significant project status leaves the boundaries of the project without PM approval.
8. **Applies Lessons Learned From Recent Projects:** The PM studies the lessons learned from prior projects and applies the most important lessons to the new project.
9. **Encourages and Supports Escalations:** Communicates to all concerned parties project milestones, status updates, as well as any existing or potential customer escalation issues. Proactively follows escalation and change control processes. Has overall ownership of all management reports on a given engagement. The PM establishes a project culture where escalations to resolve “stagnant” problems are viewed as good business and not viewed as being personal.
10. **Promotes Good Working Relationships:** The PM serves as a role model in promoting good working relationships across a project. PM’s cultivate the people skills needed to develop trust and communication among all of a project’s stakeholders: its sponsors, those who will make use of the project’s results, those who command the resources needed, and the project team members.
11. **Enforces Effective Change Control:** The PM ensures that scope creep, communications, and quality are carefully managed.
12. **Drives Decision-Making to Lowest Level Possible:** The PM drives ownership of decisions to the level where the accountability of the decision must lie. A key result is that project members, with proper training and coaching, will almost always rise to the expectations placed on them.
13. **Mentors Project Members:** The PM is a teacher and a helper.
14. **Consensus and Contingency:** The PM routinely engages in building consensus, developing contingency planning and providing recommend solutions
15. **Maintain detailed records:** Maintain documents of the life of a project and share information as necessary
16. **Project Management Development:** Help to develop the skill set and career path of any/all project managers on your team – organize and gather data for performance reviews
17. **Manages to Project Priorities:** The project manager understands that the No. 1 problem on all projects is that the most important problems are not being worked to a swift closure; therefore, most of the project manager’s time each day is dedicated to addressing the project’s top three-to-five priorities.

### Qualifications

- A minimum Bachelor Degree, 10+ years of project management experience – preferably from a traditional manufacturing environment
- PMP certification preferred
- Self-motivated, quick and assertive
- Extremely detailed oriented and organized
- Exceptional time management skills
- Excellent writing and communication skills
- Cool, calm, collected and collaborative work well under pressure and comfortable with change and complexity in dynamic environments. Can shift readily between the "big picture" and the small-but-crucial details, knowing when to concentrate on each.
- Ability to develop project plans, manage individual deadlines and goals.
- Knowledge of project metrics, including gathering, reporting, trend analysis, creation, and metrics.
- Ability to identify issues and problems, generate solutions and choose appropriate alternatives using basic root cause analysis.
- Manage project scope by assessing requirements changes, determining and conveying impact on budget, time and risk.
- Manage client expectations, anticipates operational and tactical risks and tracks them. Clarify, identify, and track requirements and issues, remove barriers, resolve minor project issues and escalate to immediate manager where required
- Proficient in MS Office applications, MS Project, VISO, Adobe Acrobat Professional
- Stays abreast of current industry trends and new technology through professional associations, trade journals, networking, and associated training and seminars.