

SAMPLE PROJECT MANAGER JOB DESCRIPTION

Whether you're looking to advance your project management career or add a project manager to your team, it's fair to say the hiring process can be a daunting one. So we put the elements of a good project manager job description into a handy example you can use to guide your search.

Of course, this job description is generic and may not align perfectly with your organization or your desired role. So work your magic and make it your own—and you're sure to find good hiring mojo!



Project Manager

<Company Name> is looking for a seasoned project manager to own project strategy and manage projects efficiently from end-to-end, acting as the liaison between our clients and internal team.

About <Company Name> Project Managers

Project managers at <Company Name> are strategic team leads who guide our teams and clients to the successful delivery of marketing projects. Our project managers are leadership-minded, people-focused, organized, and adaptable project facilitators who focus on a project's strategic path and its people (clients and stakeholders) while also administering them. They facilitate projects using established methods and processes to meet project goals and account for constraints, including scope, budget, and stakeholder needs. Most importantly, our project managers build lasting relationships

NOTE

Be clear and upfront about the level of experience you're looking for and what this project manager will do in this role. Write this portion in your company's voice and tone to give candidates a sense of your team culture.

with our team and clients, drive them to make solid decisions, communicate clearly and directly, and act as the team cheerleader when needed.

The project manager role

As a project manager at <Company Name>, you'll lead print and digital marketing projects. Specifically, you will:

Lead goal-driven projects

- Gather, clarify, and document project goals with an eye on future use to facilitate strategic project decisions and drive those decisions to positive outcomes
- Hold our team and clients to project objectives; make and facilitate decisions guided by strategy
- Be the voice of reason and experience when it comes to best practices and how we work
- Lead and facilitate the gathering and documenting of project requirements
- Prioritize work and related tasks with the team, stay on top of next steps and needs, and keep work moving
- Work with the team to make sure they understand task and project priorities, as well as related timelines and budgets
- Estimate tasks and projects with the team, ensuring we've allotted for the correct amount of time for our highly visible projects

Be a trustworthy and transparent communicator and facilitator

- Hold teams and stakeholders accountable to responsibilities and deadlines by setting clear expectations and regularly checking in on tasks, deadlines, and budgets
- Schedule and facilitate both critical and routine project meetings to ensure proper follow-up with the team and our clients
- Regularly check in with project teams and individuals to make sure projects stay on schedule, milestones are met, and budgets are on-track

Be the go-to for our teams and stakeholders on all project details

- Create project plans in TeamGantt and manage/update them on a regular basis
- Work with the project management team to create overall team resourcing plans based on your project plans, and discuss them with the team to keep estimates realistic and team work schedules balanced
- Own and update weekly project status documents, which will include updates on work completed, percent complete, budget used, action items, to-dos, and risks
- Moderate daily project stand-ups with our internal teams
- Organize and participate in project post-mortems and related follow-ups

NOTE

What does the PM really do? This next section is your opportunity to be very clear about the expectations of the role. This will help you to find the right person for the job.

NOTE

Breaking responsibilities into groups not only makes your job description easier to read. It also enables you to get specific about tasks and behaviors you expect from a project manager in this role.

Requirements for this role:

- 3-5 years' experience managing print and digital marketing projects
- A PMP certification is not necessary for this role, but is a bonus.
- A strong ability to gather project goals and requirements based on conversations and interviews
- A keen sense for strategy—both in a project's goals and plan—and an ability to adapt as needed
- A desire to lead, with the ability to walk the line between being a leader and a manager
- Exceptional communication skills
- A positive attitude in the face of project confusion and stress
- Ability to manage multiple projects and people and keep the details in check
- Solid understanding of marketing, print, and digital practices
- A desire to learn and grow with a company who will support that growth
- Comfort with estimating and sales pitches
- Ability to travel when needed

What we provide:

- Competitive salary
- Health insurance
- Unlimited PTO
- Matching 401(k)
- Professional development budget
- Office perks
- A fun, relaxed environment
- Remote work, as needed

NOTE

Once you've got the details out of the way, summarize the basic requirements for the role. As a hiring manager, these are the things that are very important to you because they aren't necessarily trainable tasks. You might not find these things in a resumé or cover letter, but they'll certainly come out in an interview.

NOTE

Think about what will draw someone to work with your organization. It's not all about money and benefits. What sets you—and this role—apart from the rest?