

# JD For Digital Project Manager

Job Title: Digital Project Manager

Company: [Company Name]

Location: [City, State]

## Job Description:

We are seeking an experienced and highly motivated Digital Project Manager to join our team. The successful candidate will be responsible for planning, executing, and finalizing digital projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan.

## Key Responsibilities:

- Define project scope, goals, and deliverables that support business goals in collaboration with senior management and stakeholders
- Develop full-scale project plans and associated communications documents
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion
- Identify and manage project dependencies and critical path
- Plan and schedule project timelines and milestones using appropriate tools
- Track project milestones and deliverables
- Provide direction and support to project team
- Constantly monitor and report on progress of the project to all stakeholders
- Present reports defining project progress, problems, and solutions
- Implement and manage project changes and interventions to achieve project outputs
- Project evaluations and assessment of results
- Manage relationships with third party vendors

## Technical Competency Requirements:

- Proven working experience as a digital project manager
- Solid technical background with understanding and/or hands-on experience in software development and web technologies
- Strong understanding of Agile development methodologies

- Strong understanding of project management methodologies and tools
- Strong familiarity with project management software such as JIRA, Asana, or Trello

## Behavioral Competency Requirements:

- Strong leadership and decision-making skills
- Excellent communication and interpersonal skills
- Strong problem-solving and analytical skills
- Strong attention to detail and ability to multitask
- Strong time management and organizational skills
- Strong ability to work under pressure and meet tight deadlines

## Qualifications:

- Bachelor's degree in Computer Science, Information Technology, or a related field
- Minimum of 5 years of experience in digital project management
- PMP or PRINCE2 certification is a plus
- Experience in the relevant industry is a plus