**PROJECT MANAGER JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: Fantasy Video Games, Inc.

**Address**: 222 Broadway, Denver, CO. 80001

**Phone**: (555) 555-5555

**E-Mail**: staff@fantasyvideogames.com

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Project (Operations) Manager

**Reports to**: EVP Terry Timmons

**Job Location**: Downtown office

**Start Date**: Immediately

**Job Type**:  Full-time  Part-time  Independent Contractor  Intern

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

Fantasy Video Games, Inc. sees a project manager to oversee the development of new franchises for our fast-growing game development division. No industry experience neeed, but must be someone with experience leading a team and producing results.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Set goals for game development | * Assemble team with varying skills |
| * Establish deadlines for product | * Monitor, document team progress |
| * Develop and update budget | * Resolve disputes as they arise |
| * Channel comms. from firm to team | * Motivate development team |

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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Degree in business/finance | * Well-liked but not a pushover |
| * Entrepreneurial attitude | * Highly organized |
| * Quick learner | * Must delegate, not micromanage |