**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**: [x]  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
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| * Establish deadlines for product
 | * Monitor, document team progress
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| * Develop and update budget
 | * Resolve disputes as they arise
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| * 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
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| * Entrepreneurial attitude
 | * Highly organized
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| * Quick learner
 | * Must delegate, not micromanage
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