

PROJECT MANAGER JOB DESCRIPTION

EMPLOYER INFORMATION

Name: Fantasy Video Games, Inc.

Address: 222 Broadway, Denver, CO. 80001

Phone: (555) 555-5555

E-Mail: staff@fantasyvideogames.com

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

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 needed, but must be someone with experience leading a team and producing results.

RESPONSIBILITIES AND DUTIES

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

QUALIFICATIONS / REQUIREMENTS

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

