

*Traditional job descriptions and specifications list the “typical” requirements for the role, including relevant work experience and the proper education.*

*It's important to note that traditional job descriptions can have limitations. They often prioritize work experience and educational background, which can exclude potential candidates who have acquired the necessary skills through alternative means. This means that you could be missing out on great candidates who don't fit the expected mold.*

*A skills-based job description, on the other hand, prioritizes skills over educational or work background. This approach helps broaden your talent pool and attract top talent that might otherwise be excluded. The goal of a skills-based job description is to highlight the specific skills and abilities required for the job, rather than focusing on degrees and years of experience.*

---

*This is a skills-based job posting example for a project manager. It puts skills and capabilities front and center and does not include any unnecessary obstacles that could discourage excellent candidates from applying. Moreover, it is presented in an inclusive and welcoming way to all potential candidates. You can use this as a template: Select “File” and “Make a copy” and then edit the document to meet your needs.*

## **SKILLS-BASED JOB POSTING: PROJECT MANAGER**

---

**Job title:** Project Manager

---

**Company Overview** *(Describe what makes your company unique and what it would be like to work for your company)*

---

**Project Manager job description** *(Please describe why the role is being filled and how it fits into the organization and the team.)*

Our team is looking for a Project Manager who thrives on collaboration and excels at leading projects to success. In this role, you will coordinate people and resources to execute and deliver projects within a specified timeline. As a project manager, you will be a critical link between the coordination of various business projects and our business goals.

---

## Project Manager job responsibilities

A brief overview of the key deliverables and day-to-day responsibilities of this role:

- Collaboratively define project scope, goals, and deliverables with stakeholders to ensure alignment with business objectives.
- Develop and maintain a detailed project schedule and timeline to ensure timely completion.
- Identify tasks, allocate and manage resources efficiently, and maintain budget oversight to ensure project success.
- Engage with stakeholders, providing regular updates on progress, challenges, and solutions to ensure transparency and alignment.
- Proactively identify risks and issues, implementing and managing necessary changes to keep the project on track.
- Foster an inclusive environment, ensuring all team members are engaged and contributing to their full potential.

## Required skills

- Good communication skills, with the ability to keep all team members and stakeholders informed of progress and changes.
- Ability to accurately assess project requirements, allocating time and resources effectively.
- Familiarity with key project management methodologies (e.g., Lean, Agile, Scrum, Kanban) and the flexibility to apply them as needed.
- Proficient in time, team, risk, and stakeholder management to ensure project success.
- Experience with project management software tools (e.g., Trello, Microsoft Project, JIRA, Basecamp).

---

**Preferred certifications** *(Select certifications relevant to your project management approach and indicate a preference rather than a requirement, to avoid excluding capable candidates who may not have formal certification but have equivalent skills or experience.)*

- Project Management Professional (PMP)
- Certified Associate in Project Management (CAPM)
- CompTIA Project+
- Certified ScrumMaster (CSM)