

# Salesforce Project Manager Job Description template

## Salesforce Project Manager Job Description Template/Brief

We are seeking an experienced Salesforce Project Manager to lead and manage the end-to-end delivery of complex Salesforce solutions. The Salesforce Project Manager will be responsible for planning, executing, and finalizing projects according to strict deadlines and within budget. This includes acquiring resources, coordinating the efforts of team members, and overseeing the quality control of projects. The ideal candidate should have a strong background in project management, a deep understanding of Salesforce, and excellent leadership skills.

## Salesforce Project Manager Job Profile

A Salesforce Project Manager is key in managing projects focused on Salesforce applications and platforms. They oversee all aspects of the project lifecycle, from initial concept through to completion, ensuring that Salesforce solutions meet business needs and are delivered on time and within budget.

## Reports To

The Salesforce Project Manager typically reports to the Head of IT or the Director of Project Management.

## Salesforce Project Manager 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 communication documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Estimate the resources and participants needed to achieve project goals.
- Set and continually manage project expectations with team members and other stakeholders.
- Plan and schedule project timelines and milestones using appropriate tools.
- Identify and manage project dependencies and critical path.
- Track project milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.

## Salesforce Project Manager Requirements & Skills

- Proven experience as a Salesforce Project Manager or similar role.
- Strong understanding of Salesforce platform and its functionalities.
- Excellent project management skills, including managing large, complex projects.
- Experience in Agile methodologies and project management tools.
- Strong interpersonal and negotiation skills.
- Ability to lead and motivate cross-functional teams.
- Bachelor's degree in Computer Science, Business, or related field; PMP certification is a plus.