

My day typically begins with coffee and a brief team huddle to review goals, deadlines, and client updates. Once the team and I are up to date, we check in with our clients, host planning meetings, track progress and update reports, map out solutions, and celebrate the team when they reach a milestone in a project.

Connecting people, streamlining ideas and tasks, and turning plans into real results are the key components of my role, but seeing every piece come together is the real reward. Watching a project from start to finish while working in cross-functional teams and building a trusted network is what keeps me on my toes, thinking strategically, and engaged each day.

77

# Occupation:

Salary:

**Education:** 

Project Management Specialist \$89,068

Bachelor's Degree

# Job Description:

**Project Management Specialists** analyze and coordinate the schedule, timeline, procurement, staffing, and budget of a product or service on a per project basis. Lead and guide the work of technical staff. May serve as a point of contact for the client or customer.\*



## **Job Description:**

SOC Code: 13-1082

## Top Job Skills:

- · Identify project needs
- Monitor costs
- · Monitor project deliverables
- · Recruit or hire project personnel
- · Schedule project meetings

### **General Work Activities:**

- · Mental Processes
  - Develop or update project plans
- · Interacting With Others
  - Assign duties or responsibilities to project personnel
  - Communicate with key stakeholders to determine project requirements and objectives
  - Identify, review, or select vendors or consultants to meet project needs
  - Monitor performance of project team members
  - Negotiate with project stakeholders or suppliers
  - Submit project deliverables to clients
- · Work Output
  - Create project status presentations for delivery to customers or project personnel
  - Plan, schedule, or coordinate project activities

Source: This information is based on  $\mathsf{O}^*\mathsf{NET}^{\scriptscriptstyle\mathsf{TM}}$  data.

#### JOB STATISTICS:



**Typical Wage Range** \$67,940 - \$121,210



Projected Growth 690/yr Job Openings



Employed In-State 10,510



Required Education
Bachelor's Degree



Work Experience
Typically
Requires None



On-the-Job Training
Typically
Requires None

\*Source: Occupational Employment and Wage Statistics (OEWS) and the U.S. Bureau of Labor Statistics.

#### **EXAMPLES OF WORKFORCE AREAS WITH JOB OPENINGS:**

Source: SC Works Online Services. Ask an SC Works representative for more information about postings in your area.

- Trident
- Midlands
- · Greenville

- · Worklink
- Catawba
- Waccamaw

#### **EXAMPLES OF EMPLOYERS WITH JOB OPENINGS:**

Source: SC Works Online Services. Ask an SC Works representative for more information about postings in your area.

- · Thomas & Hutton
- KCI Technologies
- Vertiv Group Corporation
- · S&ME, Inc.
- Garney Construction
- · McKim & Creed, Inc.

#### **RELATED OCCUPATIONS\*:**

- Construction Managers
- Computer and Information Systems Managers
- Management Analysts
- · Logisticians
- Information Technology Project Managers
- Logistics Analysts

**NOTE:** All data based on state averages. Information may vary depending on region, experience, and specific employment situation. **Last Updated:** 2025.

### **LEARN MORE WITH SCWOS:**

SC Works Online Services (SCWOS) is the state's largest job database and provides all of South Carolina's job postings from all major sites, including Monster and Career Builder, in one resource. SCWOS has thousands of positions listed by employers all over the state. To access SCWOS, visit *jobs.scworks.org*.

Find in-depth breakdowns of occupational statistics such as necessary job certifications, job skills and abilities, current job openings, overview of general work activities, and more by visiting <u>O\*NET.org</u>.

DEW is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities. Access TTY/TDD equipment via the South Carolina Relay Service at 711. For program funding details in compliance with the Stevens Amendment, please visit www.dew.sc.gov/funding. Information released as part of the Explore SC@Work campaign is gathered from employers, jobseekers, associations, the Bureau of Labor Statistics, DEW's Labor Market Information Division, and other sources. All data is factual, but names, images, and quotations have been adapted to protect the identity of employees and businesses.