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# Example of Associate Project Manager Job Description

Our growing company is hiring for an associate project manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate project manager

* Assist Project Manager with and prepare proposals including scope of services, man-hours, estimates, expenses
* Works with the Client to finalize Specifications
* Provides onsite support at face-to-face meetings with the client
* Support PMs with facilitating evaluations with Client’s Product Implementation Teams
* Analyzes and resolves issues arising from management of multi-faceted projects
* Coordinates, prepares communication plan for meetings with team and client
* Responsible for managing the risk management and support of a project by identifying project risks, develop risk mitigation and contingency plans, and implement actions plans reducing any project risks
* Provide workload forecasts
* Manage 3rd party suppliers, both internal and external, in order to secure the delivery targets - Represent the project externally and internally by communicating and reporting on project status to the customer and internally to all stakeholders
* Work with resource managers to coordinate project staff and manage resource allocation

## Qualifications for associate project manager

* Experience of working on Defect Management, Test Management, and Stakeholder co-ordination
* PMP / PRINCE 2 certification is a plus
* Experience managing creative teams (1+ years)
* Ability to learn new technologies through experience
* Facilitate project meetings (Meeting Setup / Agenda / Meeting Minutes)
* Follow up on Open Issue / Task Track / Status Updates / Documentation Version