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# Example of Project Assistant Job Description

Our company is hiring for a project assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project assistant

* Supporting the writing of routine copy for CIR publications and social media platforms, as assigned
* Create and monitor timelines for assigned projects on an on-going basis
* Assist in Project documentation
* Liaison between Technical and Business groups of the Project
* Oversee elicitation of requirements as needed for the varied tasked project
* Complete software research as needed
* Coordinate Meetings as directed
* Participate in project requirement gathering
* Document project requirement gathering
* Take meeting notes on project calls with action items and staff assignments for distribution

## Qualifications for project assistant

* Support the administration needs of the CIR Journal Military Behavioral Health
* Assisting with general communications needs
* Assist in the coordination of meetings and CIR research activities
* Assisting in the writing, production and printing of documents and other publications, including with the use of word processing
* Prepare Business Development documents
* Proficient in MS Office (esp