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# Example of Project Associate Job Description

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

## Responsibilities for project associate

* Attending project meetings, Assisting with the development and maintenance of a detailed project schedule
* Providing administrative and logistic support
* Assisting with special projects and reports, Preparing documents for meetings, Monitoring of the project budget and financial reporting
* Together with senior PM, plan the overall project schedule together with the project team
* Acquire necessary project resources (services, travels, material, etc) 
* Ensure project stay on track towards initial plan by coaching and leveraging all team members unique expertise
* Manage the work streams throughout the project life cycle, making sure the team stay motivated and can move ahead unblocked
* Manage project budgets against defined scope and timeline, work with the account manager to close budget/effort gaps
* Issue change requests when needed
* Together with senior PM, manage and escalate project risks to schedule, budget and scope

## Qualifications for project associate

* Familiarized with the Social landscape for Marketing using -- LinkedIn, Facebook, Twitter, Paid-Search, SEO, SEM
* Business or technology related Degree or other Bachelor’s degree
* Passion for learning about the opportunities of technology within business
* Job Cost experience
* JD Edwards experience is highly preferred
* Monitors release KPIs and provide post-release reporting