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# Example of Project Management Assistant Job Description

Our growing company is looking to fill the role of project management assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project management assistant

* Undertaking vendor risk management (VRM) tasks
* Leading the semi-annual Vendor Review activity
* Managing the business continuity management (BCM) process for WM Switzerland
* Providing desk extension to the CAO teams based in Switzerland
* Monitor our key client’s’ deadlines and proactively, with the manager, follow and administrating the organisation of the audit file
* Be one of these key contact person for our clients and ensuring that all relevant information is collected from the clients or given to them
* Provide appropriate support to the designated teams and promoting events that will enhance the team’s culture and well being
* Perform administrative duties for the team including travel/training arrangement, managing calendars (scheduling meetings with the clients), client billing process, timesheets & expenses, team’s holiday and facility management
* Be a member of one of our largest audit clients, working with a dynamic, multicultural engagement team of over 50 professionals
* Helps project managers close out projects through administrative and operational support

## Qualifications for project management assistant

* Operational experience with learning management systems desired
* Bachelor's degree in Management Information System, Information Technology or related discipline is preferred
* Sound Business Analysis, Project Management, process mindset, interpersonal and presentation skills are preferred
* Superb interpersonal communication skills, in particular able to translate technical information into business terms
* Self-motivated, detail-oriented, a good team player and able to work under pressure
* Good understanding on Financial Services Operations, life insurance or banking industries experience is a must