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# Example of Project Management Associate Job Description

Our company is searching for experienced candidates for the position of project management associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for project management associate

* Deliver projects with the framework of risk, sustainability and environmental considerations agreed at the business case/client brief stage, while maintaining focus on time, cost and quality
* Project team membership from other department, if required
* Within the organization
* And business groups
* And disciplining employees
* Human Resource matters
* To provide oversight / strategic guidance /audit & review, to a portfolio of projects being lead within the Business Unit
* Ensure resource availability and allocation Developing project scopes and objectives
* Works with Senior Management to develop and carry out overall annual strategic plans, vision and values
* Assists in development and implementation of process and workflow improvement initiatives in support of operations (strategy to execution)

## Qualifications for project management associate

* Undertake UK market assessment and identify opportunities
* In due course, establish a dedicated Business Unit and lead this including responsibility from both a financial and HR perspective achieving the agreed KPI’s which will be reflective of a higher margin service offering
* Solid understanding of international project management
* Proven track record for supporting and implementing company strategy
* Well-developed decision making, priority setting and negotiation skills
* Team-player – ability to work productively with colleagues across all the Operations' teams