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# Example of Project Management Associate Job Description

Our growing company is searching for experienced candidates for the position of project management associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project management associate

* Be aware of when to escalate issues to leads in other shared services teams
* Managing selected Corporate Executive relationships and providing back-up for others
* Identify issues with the process, create and drive a solution, once having gained approval from Program manager and ITS Director
* Develop and maintain end to end process for tracking turnaround times of deliverables from team and other processing areas
* Managing the globally co-located multidisciplinary engineering team, commercial team and architectural sub-consultant
* Work with clients stakeholders and operational team to deliver project solutions that support the operational model
* Deliver the agreed scope of works (inclusive of contract administration if required) including the leadership and management of meetings
* Produce monthly development reports and prepare project status reports and meeting minutes to ensure plans adhere to contract specifications
* Develop and implement strategies that optimize statistical efficiency and quality
* Acquire regularly updated data from primary or secondary data sources and consolidate data for various output formats

## Qualifications for project management associate

* Correctly define priorities within projects and have no major delays in the mission-critical projects
* Bachelor’s degree in Public Health, Health Informatics, Economics, Statistics, Engineering, Computer Science or other quantitative field, plus 2+ years of relevant experience
* Minimum eight years of project and/or business management
* Creative thinker with ability to identify innovative business solutions
* To manage commercial aspects of a commission, to ensure fee trackers are kept up to date
* Line management for 4 x Principal Consultants (with a further 2nr Consultants and 1nr Junior Consultant reporting into one of the Principal Consultants, to make up the current Project Management Team)