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# Example of Project Management Internship Job Description

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

## Responsibilities for project management internship

* Support the manager of Specialized Fiduciary services on specific trust administration projects (similar to the Money Market Reform project that impacted all trust accounts with money market and sweep elections and required careful attention to internal procedures, communications and education)
* Gain a baseline understanding of fiduciary services, project management and financial institution structures
* Participate on and add value to a project team tasked with specific deliverables
* Specific ownership of one or two key deliverables related to projects in process
* Support the delivery of the project on the approved baseline schedule and budget by participating in the coordination and tracking of the project execution and the monitoring of risks
* Suggest improvements where necessary and appropriate to improve efficiencies during project execution
* Actively manage risks, assumptions, issues and dependencies (RAID) by carefully assessing potential impacts in collaboration with the project manager and other project team members and propose appropriate mitigation actions
* Help providing accurate, timely and fit for purpose project status reporting using established norms and reporting tools of our project portfolio
* Creating a data management plan
* Creating master data files to keep track of the baselined KPIs and actual status

## Qualifications for project management internship

* Contribution to ad-hoc requests / missions (related to Internal Audit activity) when required
* Student (during studies or recently graduated, mechanical course preferred)
* Asset in knowledge of production technology, knowledge of basic technical issues
* Knowledge of CATIA will be an asset
* Highly developed interpersonal skills - good communication skills and ability to work in a team
* Ability to think analytically, willingness to solve problems independently