Downloaded from <https://www.velvetjobs.com/job-descriptions/project-manager-assistant>

# Example of Project Manager Assistant Job Description

Our innovative and growing company is looking to fill the role of project manager assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for project manager assistant

* Support System acceptance and project closeout
* Performs substantial completion and final inspections of completed work and generates associated deficiency list
* Develop cost estimates for outstanding work
* Review closeout documentation as needed
* Assist Task Order manager in identifying quality risks and prioritizing the deployment of project staff resources
* Provide technical assistance and recommendations in administering change orders and processing claims
* Participate in, or lead meetings as directed or necessary to accomplish the above tasks, and issue meeting notes
* Advise Task Order Manager in regards to staffing requirements to accomplish assigned tasks
* Perform other related duties as assigned by the Task Order Manager, or his designee
* Provide technical support for the review, processing, recommendation for approval and inspection of work orders

## Qualifications for project manager assistant

* Master's degree in Communications/Business
* Must be familiar with environmental regulatory framework and understanding with subsurface investigations of soil vapor, soil, and groundwater
* Client relationship building, Business Development, administrative support, must be self-starter and take initiative
* One to three years professional experience
* Minimum of 2+ years related construction experience
* Maintain sound management processes and document control procedures