

Example of Assistant Project Manager Job Description

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Our growing company is looking for an assistant project manager. 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 assistant project manager

- Run and follow up Change Management activities for LAM along with vendor à consult Sr
- Engage and/or coordinate with architects, engineers and designers to prepare bid documents for projects including coordinating special systems drawings with LT divisions/consultants and with store Management on merchandise and phase moves
- Estimate/Budget and schedule projects based on project scope, appropriate cost benchmarks and other source
- Conduct research on various new products resources to improve departmental and company efficiency
- Functioning as liaison to client stakeholders and project teams to ensure completion of projects in accordance with defined standards from inception through completion
- Manage certain sub-tasks of a larger project
- Create and administer requests for proposals to architects/engineers/consultants and contractors
- Team coordination and general support as the Owners' representative on multiple concurrent assignments
- Support the sourcing of all third party contractors
- Creating, reviewing, managing, and updating budgets
- Managing tasks for a team of Assistant Designers and Project Assistants

- Work well interacting and collaborating in a team environment independently
- Basic skills in adidas system landscape
- Time management skills are of the utmost importance along with analytical thinking
- Supporting the Senior Designer with site coordination by managing plans, specifications, and schedules
- Scheduling production checks, inspections, and vendor appointments
- Processing, reviewing, and conducting follow-up for purchase orders