

Example of Assistant Project Manager Job Description

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

Responsibilities for assistant project manager

- Raise invoices for payments of store fixtures and fittings
- Arrange the collection of materials for store fit outs by coordinating shipping documentation
- Manage the update and distribution of our in store fixture booklet
- Monitor and manage the stock levels of fixtures and fittings with our suppliers
- JOC (Job Order Contracting) experience preferred but not required
- Support the delivery of projects to time, quality and budget
- An understanding of the design process
- Negotiate and manage consultant contracts change orders
- Internally and externally, as set out in PMG's scopes of service
- Liaise, as requested by the Project Manager

Qualifications for assistant project manager

- Relevant project administration / project management experience
- Confident user of current word processing, spreadsheets and scheduling software
- Looking to work towards membership of the APM/ MRICS/ MCIQB
- You will have provided project management assistance at various stages of the project life-cycle
- A knowledge and understanding of the component parts of a project project

- A sound understanding of the main Microsoft Office packages, MS Project or similar would be desirable