



Example of Assistant Project Manager Job Description

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Our growing company is hiring for an assistant project manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for assistant project manager

- Generates progress pay estimate or reviews contractor payment application for accuracy
- Identifies, evaluates negotiates, and generates contract change orders
- Perform field inspections or conduct safety reviews as needed
- Co-ordinating work done by different people and organisations
- Assisting bid teams including developing elements of bid submissions
- Controlling project costs, including weekly checks, monthly forecasting and reporting
- Developing project schedules, monitoring progress, and producing reports for client submission, including Earned Value Analysis
- Monthly invoicing and accruals, raising requisitions and purchase orders
- Identifying and managing project risks and change
- Gather and implement lessons learnt

Qualifications for assistant project manager

- Must be familiar and proficient with personal computers and PC-based software such as Microsoft Word, Microsoft Excel, Microsoft Project and PowerPoint
- Knowledge and / or practitioner of project management with experience of applying either
- Bachelor's degree in Engineering, Geology, Related Sciences
- This position requires a criminal background check and pre-employment drug

- Strong knowledge of applicable worksite Safety Regulations