



Example of Project Management Assistant Job Description

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Our growing company is searching for experienced candidates for the position of project management assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for project management assistant

- Coordinate domestic and international travel arrangements and prepare itineraries
- Prepare timely and accurate general expense and travel vouchers, reconciliation of credit card statements
- Maintain electronic and hardcopy files in accordance with our records retention policy
- Edit/proofread all Digital content and compare market variants to content in other media to ensure consistent messaging
- Edit/proofread all copy of seasonal Retailer/Field Presentation Sales Guide for the US and Canada
- Create and maintain proofing tools such as master lists of product names, French names and shade names
- Assist in planning and implementation of regional VM projects regional VM guidelines, space management, banding and grading and SKU capacity
- Manages the scheduling and assignments of advertising projects on the creative project management team
- Work with Project Accountants to verify project set up is actioned correctly and timely, to help identify costs incorrectly booked to project which require transfer and to initiate changes to project status including consideration of final invoices, unbilled
- Provide regular reviews to with Project Managers to go through any project

issues, and adjustments including monthly update of estimates at completion (EAC)

Qualifications for project management assistant

- A strong desire to continually learn and improve/enhance processes
- At least 5 years of administrative experience at the C-Suite level and/or project management experience
- High degree of professionalism and strong work ethic
- Ability to manage projects and solve problems with minimal oversight
- Demonstrated knowledge of print and digital marketing channels
- Demonstrates the leadership and authority required to move projects forward in a firm but respectful way