



Example of Project Management Support Job Description

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Our growing company is looking for a project management support. 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 support

- Assist the project and portfolio managers to track progress against the project plan
- Facilitate regular meetings to include creation of agenda, recording of notes and timely generation & communication of minutes
- Preparing status updates for senior management White House and congressional overseers, with government review and approval, as appropriate
- Take ownership of technical events and symposiums
- Supports department leadership in communicating key messages and asks to the team and in measuring/managing progress against strategic and financial objectives
- Leads delivery of recurring internal and external reports by collecting inputs from the team, compiling and distilling the information and complementing with business insights
- Coordinates delivery of the reports at the right format, forum and time
- Gathers relevant information from partner departments
- Ensures TM Product and Delivery team to be well-managed by acting as the liaison between Business Continuity, Incident Communications, Risk and Audit
- Coordinates various TM committees (investment decision, deal review)

- Experience with fulfillment and/or supply chain technologies
- Assisting the Government with the receipt of deliverables and with the validation that goods/services received fulfill contractual requirements
- Keep an up to date record of all procurement activities
- Keep a master calendar of submissions, receipts, due dates and expirations of licenses and task orders
- If required to procure products/services on behalf of the Government the Acquisition Support Specialist will use Government Sources of Supply, including but not limited to Department-wide Ordering Vehicles, GSA Schedule, , with prior Contracting Officer approval
- The Acquisition Support Specialist will submit the required documentation to the Government DHS SOC Manager, Technical and Operational Leads, and the COR