Our company is growing rapidly and is searching for experienced candidates for the position of project management support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for project management support

- Provide end user production support and defect/issue resolution for supported applications
- Provide user training, modify job aids and distribute communications as part of the change management process
- Perform and Lead test planning & test execution activities
- Support the PMO lead on supply chain process and governance for portfolio management
- Serve as a resource for RMCC Team Members, providing additional support to project teams in their area of expertise
- Ability to take initiative to identify, prioritize and implement all elements required for a project team to fulfill responsibilities
- Ability to direct collaborative efforts of peers and act in an objective manner to solve problems
- Meet agreed deadlines and highlights potential issues that may impact on project deliverables
- Assist the Project Manager in the accurate and timely completion of all project documentation
- Assist with report production

Qualifications for project management support

(encompassing adult learning techniques)

- The AMAS Development Consultant should have a minimum of 5 years' professional experience, a minimum of 3 of which should have been in the field of training and development
- The AMAS Development Consultant is required to have demonstrated experience in the development of on-line training platforms
- The AMAS Development Consultant should demonstrate experience in the development of in-person training courses, planning and reporting, and also experience within multilateral organisations
- Bachelors' or Masters' Degree (under Bologna Umbrella – recognised by the EU) and the corresponding transcript or Diploma Supplement
- Your graduation date should be no more than 5 years ago