



Example of Project Management Support Job Description

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Our company is growing rapidly and is hiring for a project management support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for project management support

- Other duties as assigned to meet client deliverables such as report checking, data preparation, workshop preparation and assistance
- Creation and updating of key documents such as project definition documents, charters, business cases, steering board presentations, risk and action logs
- Design, conduct and assess communications and stakeholder engagement activities
- Monitor and control scope, schedule, resources and financials
- On-board new team members to the program or project
- Implement training approach, plan, organise and monitor training sessions, coordinate training material design
- Act as central collection and dissemination point for program/project management related information
- Provide administrative support to Operations and Estimates Manager
- Being able to process simple to complicated mathematical formulas
- Ability to comprehend contracts/estimates and provide customer service to current clients

Qualifications for project management support

- Provide timely input to the WW team on the requested areas like (processes, activities, HC, workload, identifying optimization areas

- The candidate will functionally report to and get business direction from the CMPA GTS Global Operation and Worldwide Transformation Leader
- EU passport if you are not Spanish, a DNI if you are Spanish or work permit valid for Spain if you are Non – EU citizen
- A “Vida laboral” certificate for previous work experience in Spain and if you have the Spanish Social Security number
- A NIE (Número de Identidad de Extranjero or Foreigner’s ID Number) for non-Spanish nationals