



PROJECT MANAGER ASSISTANT

The project manager assistant position exists to support the project managers and to provide a resource for help with administrative functions and tasks. A project management assistant primarily provides administrative support to project managers and the Account Manager team.

Background/Work Experience Required/Skills:

- Bachelor of Science or Associate's Degree (A.A.S.) or equivalent from a two-year technical school with three or more years of related work experience
- Three or more years of writing or creation of proposals and interface with clients during the sales process.
- Demonstrated to be highly proficient with computer technologies including but not limited to, Windows Operating Systems, computer networking and the use of Microsoft Office Word and Excel.
- Demonstrated organizational skills such as coordination of project documentation
- Able to handle multiple tasks
- Knowledge of fundamental elements of project management preferred
- Knowledge of Unanet preferred
- Knowledge of Microsoft Project or other project management software preferred
- Experience in various project development methodologies
- Excellent written and verbal communication skills
- Flexibility with assigned tasks and project direction

Responsibilities and Duties:

- Research project materials and drafting of supporting project documentation
- Manage meeting minutes and agendas
- Organization of project files in accordance with best practices
- Scheduling of meetings, resources, project items and other
- Consistent communication of project status to client and project team

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- Assists in procurement management and purchasing, including vendor management
- Serve as the internal point of contact with accounting regarding project status, sales forecasting, billing, account receivables, and other accounting related activities for assigned accounts?
- Communicate regularly with Project Manager on any project issues, resource needs, sales and budget deviations, and other project related activities.
- Travel coordination
- Phone support when team members are unavailable
- Other duties and responsibilities as assigned or deemed necessary by management.

Travel Requirements:

Able to accommodate up to 25%. The amount of travel is largely dependent upon project scope, schedule, and assigned tasks.