JOB DESCRIPTION

| **TITLE** | PROJECT MANAGEMENT ASSISTANT  |
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| **Reports To**  | [Insert Title] |

**Job Purpose**

The Project Management Assistant provides administrative and logistical support to project teams to ensure tasks are completed efficiently and within deadlines. This role involves coordinating schedules, tracking project progress, and facilitating communication between stakeholders.

The ideal candidate is highly organized, detail-oriented, and adept at multitasking. They support the Project Manager by ensuring smooth operations and promptly resolving minor issues.

**Duties and Responsibilities**

Overall Responsibilities:

* Assist in the development of project plans, timelines, and deliverables.
* Coordinate project schedules, meetings, and communications.
* Track and document project progress, milestones, and expenses.
* Prepare and distribute reports, updates, and documentation.
* Manage correspondence between clients, team members, and vendors.
* Identify and resolve administrative issues or escalate them as necessary.
* Support procurement tasks by managing purchase orders and vendor documentation.
* Maintain organized records of project-related documents and files.
* Perform additional related duties as assigned.

**Qualifications**

* X years of administrative or project coordination experience, preferably in [Insert industry or "various industries" for broader applicability].
* A diploma or degree in business administration, project management, or a related field.
* Proficiency in MS Office Suite and project management tools (e.g., Asana, Trello).
* Previous experience in [Insert specific field, or "a related field"] is an asset.

**Core Competencies**

* Excellent written and verbal communication skills.
* Strong ability to prioritize tasks and manage deadlines.
* Effective collaboration and teamwork skills.
* Detail-oriented with problem-solving abilities.
* Comfortable working in fast-paced environments.
* Strong interpersonal skills.
* Highly organized with excellent time management abilities.

**Working Conditions**

* Work a standard schedule [Insert typical work schedule, e.g., 8 AM to 5 PM, Mondays to Fridays].
* May require overtime during peak project phases.
* Primarily office-based but may require occasional travel to project sites.
* Extended periods of sitting and working on a computer.