

# Assistant Project Manager Job Description

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## **Duties and Responsibilities:**

- Participate in the design of project management processes and budget planning
- Assist managers in taking care of the fine details of a large project
- Conduct assessments to identify and seek solutions to project problems in order to reduce downtime
- Assist in resolving conflicts or disputes between the various departments of an organization
- Build and maintain good working relationships with clients to ensure complete customer satisfaction and good prospects for future business
- Coordinate and ensure smooth operation of multiple projects from start to finish
- Maintain contact with clients through phone calls, emails or text messaging
- Monitor inventory levels to determine the need for stock procurement and replacement
- Prepare and present to the manager weekly or monthly reports of project operations
- Collect data, analyze it, and help project managers to set objectives for a project
- Ensure changes in project plan are communicated to team members
- Carry out quality reviews and checks to ensure project operations are in line with industry best practices
- Fill in for project managers by managing daily operations in their absence
- Ensure project team members comply with company methodologies and project principles
- Respect decision-making boundaries and know when to call the attention of the manager.

## **Assistant Project Manager Requirements – Skills, Knowledge, and Abilities**

- **Education and Training:** To become an assistant project manager, you require an Associate's or Bachelor's degree in project management or other degree relevant to project field. About a year experience in an administrative position is required for the job. Knowledge of office software such as Microsoft Excel and PowerPoint is also necessary for the assistant project manager job
- **Administrative Skill:** Assistant project managers must have the skill to handle client calls, document project operations, and to ensure vital information is passed across to team members
- **Leadership Skill:** They are able to manage daily project operations in the absence of a project manager
- **Multitasking Skill:** They are able to monitor the progress of multiple projects.