

Associate Project Manager Job Description

Duties and Responsibilities:

- Understand a project's scope and create documents for project requirements
- Conduct project meetings to communicate individual roles, project expectations, and ensure that all project team members have the tools and training required to perform effectively
- Monitor projects on a regular basis, evaluating progress and quality, and managing issue resolution process to ensure corrective actions are taken
- Maintain the quality of all project document/data to assure the integrity of a project
- Work with the project manager to report analyzed data and communicate results
- Optimize utilization of talents through specific development and mobility programs
- Manage the project estimating activities
- Adhere to standardized format guidelines
- Develop additional tools and refine processes to help all projects run effectively
- Work with resource managers to implement resource strategies for specific organizations
- Develop and implement sourcing schedule to ensure workforce coverage
- Coordinate schedule of activities related to the project
- Help to record achievements, expenses, and measures for success
- Monitor all project related logistics for proper facilitation of payments
- Analyze and discuss the potential risk or benefit involved in using the specified technology solution to address the project requirements.

Associate Project Manager Requirements – Skills, Knowledge, and Abilities

- **Education and Training:** To become an associate project manager, you need to possess a bachelor's degree in business or public administration and have at least two years of experience in the stewardship programs or project
- **IT Skill:** You must be proficient in various computer applications like word processor, spreadsheet, power point, database software, and the internet
- **Management Skill:** Should have an excellent project management skill, which SHOULD include resource and time management ability.
- **Confidence:** Should have the ability to work under pressure and still complete projects within set deadline.