

Assistant Project Manager

Department: **Project**

Job Description:

Job briefs

We are looking for an Assistant Project Manager to join our team and support the organization while providing oversight on projects within our organization and will be able to deliver the project on time by stationing at site Pan India.

Assistant Project Manager's responsibilities include coordinating with different departments to ensure projects are completed on time. This role is also responsible for performing administrative tasks such as preparing invoices, BOQ's, building estimates, on site measurements / bill checking and scheduling meetings as needed.

Ultimately, you will work with various teams and stakeholders to monitor project progress on site and provide oversight to ensure projects are completed promptly and within budget.

Responsibilities

- Research information to support other teams and departments as needed
- Perform administrative tasks such as preparing invoices, estimates, scheduling meetings, etc.
- Keep track of and report on project progress
- Complete any tasks assigned by the Project Manager in an efficient and timely manner
- Perform other duties assigned by the Project Manager orderly and efficiently

Requirements and skills

- Proven work experience as an Assistant Project Manager or similar role
- Proficiency in Microsoft Office and project management software
- Highly organized and able to multitask and oversee several projects simultaneously
- Strong attention to detail and problem-solving skills
- Excellent communication skills, both verbal and written
- A high school diploma or equivalent is required
- Relevant training and/or certifications as an Assistant Project Manager