



Job Overview

Our client is looking for a Project Management intern to join their team and support the organization through providing and overseeing projects within the organization.

Their responsibilities will 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, building estimates and scheduling meetings as needed and you will be reporting to the project manager.

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

The deadline for application is 24th April so the qualified and interested candidates should submit their applications before then.

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
- Monitoring project performance
- 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