

Project Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$19.00 to \$21.00 hourly
Employment status: Contract / Temporary

Description

As a Project Assistant, you will provide essential support to our project management team, ensuring seamless coordination and execution of project tasks. Your organizational skills and attention to detail will be instrumental in contributing to the success of our projects in North County.

Key Responsibilities:

- Assist project managers with administrative tasks such as scheduling meetings, preparing agendas, and documenting meeting minutes.
- Organize and maintain project documentation, including project plans, timelines, and progress reports.
- Coordinate project logistics, including scheduling appointments, arranging travel accommodations, and managing project-related materials.
- Monitor project progress and deadlines, identifying any potential issues or delays and communicating them to the project team.
- Liaise with internal and external stakeholders to gather project-related information and facilitate communication.
- Support project budget tracking and expense management, ensuring accuracy and compliance with financial policies.
- Assist with project-related research, data analysis, and reporting tasks as needed.

Requirements

- Previous experience in a project support or administrative role is advantageous.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with team members and stakeholders.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and project management software.
- Attention to detail and accuracy in data entry and documentation.

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