



Position: Project Manager Assistant

The Training Associates (TTA) is a fast growing and financially strong company with professional management. We are the world's largest and oldest provider of trainers and trainer delivery solutions. We are currently looking for a **Project Manager Assistant** interested in full-time employment to join our 60+ person home office on Route 9 in Westborough, MA. TTA prides itself on being a dynamic, friendly and EXCITING place to work.

Position Overview:

The **Project Manager Assistant** is responsible for assisting their assigned Project Manager(s) in the planning, management direction, project completion, client satisfaction, and financial outcome of assigned projects. The ideal candidate will be required to assist their assigned Project Manager(s) with coordination, which includes, but is not limited to:

- On-Site Project Management
- Project coordination & Project controls
- Assists in managing the Client and ensuring Client satisfaction throughout the Project
- Cost tracking
- Job cost analysis
- Contact vendors to delegate project tasks and information
- Distribute project tasks to proper team members
- Follows up with team members on their scheduled tasks
- Help organize files into/from their folder structure
- Drafting correspondence for the Project Managers
- Project schedule adherence
- Records meeting minutes and documentation
- Project report generation
- Contract administration
- Prioritizes paperwork and submittal processes

The candidate will work with their assigned project manager(s) to help achieve their respective project management objectives. This position reports directly to the assigned Project Manager(s).

Minimum Requirements:

- Minimum of 2 years business experience that includes project management responsibilities
- Proven ability to manage multiple projects/activities in a dynamic fast pace environment
- Superior communication and organization development skills
- Strong interpersonal skills and ability to work with cross-functional teams

- Proficiency with Microsoft Office
- Must be Internet savvy
- Ability to take direction and feedback while working independently
- Positive attitude

Please send resume to: HR@TheTrainingAssociates.com

Learn more at www.TheTrainingAssociates.com