

Job Title:	Assistant Project Manager	Job Category:	Project Management
Department/Group:	Project Management	Job Status:	Exempt
Location:	TBA	Travel Required:	Yes
Level/Salary Range:	Per experience	Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
Reports To:	Director of Project Management	Performance Bonus Eligible	Yes

Applications Accepted By:

E-mail:

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Subject Line: Project Management Position

Attention: HR Department

Mail:

GREENSOFT TECHNOLOGY, INC

155 S. El Molino Avenue Ste 100

Pasadena, CA 91101

Job Description

Role and Responsibilities

The **Assistant Project Manager** works with the Project Manager to achieve company goals and meet customer expectations by planning and evaluating project activities, and providing data management services. The goal is to ensure 100% customer satisfaction. Typical duties include but are not limited to:

- Effectively communicates with the customers to understand their expectations and define the steps to achieve them.
- Acts as the compliance manager for the customers and provides the guidance for completing the compliance reporting objectives.
- Manages the project team by providing orientation, training, assignments, scheduling, coaching/counseling, and communicating job expectations.
- Manages project scope, schedule, budget, and resources.

GreenSoft maintains an Information Security Management System (ISMS) which all employees are required to adhere to. The Project Manager's ISMS requirements include:

- Understanding of the information security requirements for each project.
- Adherence to the information security policies and procedures.

Qualifications and Education Requirements

- B.S. degree in business, engineering or technology related fields
- Effective communicator with an aspiration to play a major role in the green compliance industry
- Strong problem solving, and time management skills
- Ability to work independently and with minimal supervision

Preferred Skills

- Good computer skills, proficient with MS Office applications
- Fluent in another language besides English

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I understand that this Job Description is not intended to create contractual obligations with respect to any matters it covers and that the signed job description does not create a contract guaranteeing that I will be hired or employed, or contracted for any specific time period.

Reviewed By:		Date:	Click here to enter a date.
Accepted By:		Date:	Click here to enter a date.