Associate Project Manager

Description
Swattage LLC consults medium-to-enterprise level customers whose Project Management practice is either absent or in disarray, helping them develop enough PM maturity to solve real business problems. The Associate Project Manager will be responsible for assisting the project manager or senior project manager in performing project management services for clients. This is an entry-level position with opportunities for growth, opening a career in project management, project portfolio management, business analysis, innovation and change management.

Responsibilities
- Understand the client business, its model, offerings, channels, capabilities, and supporting processes.
- Consume and understand stakeholder analyses created by the Business Analyst summarizing individuals involved in or affected by change, their current motivations, and how the change will benefit or impact them.
- Understand all aspects of project integration, scope, time, cost, quality, human resource, communications, and risk management practice areas related to current projects.
- Work with the project manager to prepare a project plan outlining detailed tasks required to implement process, people, and systems changes, including a timeline with milestone dates.
- Oversee project communication written and verbal communication methods, including setting up meetings, preparing agendas, taking and distributing meeting minutes.
- Perform monitoring and controlling practices, such as tracking of scope completion by the project team in time to meet project deadlines.
- Maintain project documents, such as the project charter, scope statement, budget, human resource plan, and risk register, storing and distributing the latest document versions among project stakeholders.
- Create executive summaries highlighting project progress, budget status, and issue status. Present summaries to client executives with perfect poise and strong leadership presence.
- Track project closure activities, including gathering lessons learned, holding post-implementation project reviews, and administering closing surveys.

Qualifications
- Must complete project management training and sit for the Certified Associate in Project Management (CAPM) exam through the Project Management Institute within 6 months of hire. Training will be provided by the employer. Exam cost will be paid by the employer.
- Bachelor’s degree in business or a related discipline from an accredited university
- Overall GPA of 3.7 or above; unofficial transcript required
- Beta Gamma Sigma inductee or other evidence of ranking within top 20% of business school peers
- Track record of excellence as a self-starter
- Experience performing project management activities in academic or other context with outstanding results
- Demonstrated outcome-orientation, ensuring tasks are driven to completion
- Reliable, completes assignments and follows through on the assignments of others
- Polished communication skills, ability to give clear instructions
- Drive and ambition to make the business successful
- Demonstrated ability to create an outstanding customer experience

Send cover letter, resume, and unofficial academic transcript to info@swattage.com.