GreenSoft
TECHNOLOGY, INC.

Job Title:	Assistant Project Manager	Job Category:	Project Management
Department/Group:	Project Management	Job Status:	Exempt
Location:	TBA	Travel Required:	No
Level/Salary Range:	Per experience	Position Type:	Full-Time
Reports To:	Regional Project Manager	Performance Bonus Eligible	No

Applications Accepted By:	
Fax or E-mail: 323-254-5961 or bridget.weiss@greensofttech.com Subject Line: Assistant 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 is responsible for achieving company goals and meeting 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:

- Accomplishes project team objectives by orienting, training, assigning, scheduling, coaching, and counseling, communicating job expectations; planning, monitoring, appraising and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing actions plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Meetings financial objectives by understanding client's annual budget; forecasting client requirements; generating sales leads; initiating corrective actions.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

GreenSoft maintains an Information Security Management System (ISMS) which all employees are required to adhere to. The Assistant 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 engineering
- Experience in a leadership position
- Demonstrated ability to establish and maintain effective relationships and partnerships with key stakeholders
- Demonstrated experience in leading and maintaining projects that are strategic in nature and in scope

Preferred Skills

- Strong interpersonal, communication, facilitation, leadership and presentation skills
- Strong analytical, problem solving, and time management skills
- Ability to work independently and with minimal supervision
- Demonstrated ability to work in a small team setting
- Good computer skills, proficient with MS Office applications
- Ability to communicate effectively in multiple languages is an asset
- Excellent organizational skills with demonstrated ability to execute assignments on time and on budget

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