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| **Title of Position** | Project Management Assistant |
| **Department** | CAWT |

**Primary Job Duties**

**Inventory No. / Job Task Details**

* 1. Assist with scheduling of meetings, special events and general office activities

4.02 Attend and participate in meetings as required

4.16 Communicating with partners as requested by Manager.

4.17 Tracking project milestones as requested by Manager.

4.18 Calendaring

**Qualifications**

* Current student of Fleming College
* Excellent communication skills (verbal and written)
* Strong organization skills
* Ability to use MS Word, Excel, PPT
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Demonstrated attention to detail