

Title: Junior Project Manager

Location: Denver, CO

Company: ProjectWorks Solutions LLC

About the Company: ProjectWorks Solutions LLC is a leading provider of project management services, specializing in delivering successful projects for clients in various industries.

Job Description:

We are seeking a motivated and organized Junior Project Manager to join our team. As a Junior Project Manager, you will work closely with senior project managers to assist in planning, executing, and monitoring projects to ensure successful delivery within scope, budget, and schedule.

Responsibilities:

Assist in developing project plans, schedules, and budgets in collaboration with stakeholders.
Coordinate project activities and resources to ensure timely completion of deliverables.
Track project progress and communicate updates to project stakeholders.
Assist in identifying and mitigating project risks and issues.
Prepare project documentation, reports, and presentations as needed.
Support senior project managers in driving project success and meeting client expectations.

Requirements:

Bachelor's degree in Business Administration, Project Management, or related field.
Strong organizational and time management skills.
Excellent communication and interpersonal abilities.
Proficiency in project management tools and software.
Ability to work effectively in a team environment.
Willingness to learn and grow in the field of project management.