



Job Posting Notification

Position: Assistant Project Manager

Position Location: Ruckersville, Virginia

Contact: resumesVA@vgt.net

Responsibilities: Under the supervision of the project manager, the assistant will:

- Generate and maintain key project documents, status reports, and change documents.
- Assist in the design, plans, and implementation of projects.
- Help to keep projects on time and within budget.
- Maintain a high level of communication with project manager and team members supporting the project.
- Proficient in the use of Microsoft Word, Microsoft Excel, and Microsoft Project.
- Strong interpersonal and negotiating skills.
- Strong decision making and problem solving skills.
- Strong organizational skills.
- Strong analytical ability, particularly in a technical environment.
- Must be self-motivated.

Requirements:

- Bachelors Degree or equivalent relevant experience. Computer Science, Information Technology or related field highly desirable
- Excellent communication skills both orally and in writing.
- Demonstrated ability to work on a team.
- Ability to work with people on different organizational levels.
- Desire to provide good customer service both internally and to external clients.

Benefits: Medical, Dental, Vision, Rx, 401(k) match, Life Insurance, AD&D, STD, LTD, 9 Paid holidays and Paid Time Off.

Qualified and interested persons should send resume and cover letter to resumesVA@vgt.net stating the position title in the subject line. Please include salary requirements. Only candidates selected for consideration will be contacted. **No phone calls please.**

Bonus Referral Eligible – Level II

AN EQUAL OPPORTUNITY EMPLOYER