



Project Manager Assistant

Job Description:

Blue Margin, Inc. helps companies improve their business performance using Microsoft's Business Intelligence stack (including Power BI and SQL Server) and Cloud Computing software and services (Azure and Office 365). Our core company values are honesty, transparency, efficiency, continuous learning, and generosity. We believe in working hard, volunteering in our community, and enjoying life along the way.

We are looking for project management assistant to join our team.

Responsibilities

- Assist Project Manager in new project set-up
- Project asset file and folder set-up, maintaining project collateral and archiving on project close
- Prepare and maintain project documents and time-keeping records as assigned
- Assist in coordination and tracking of change orders and client approvals for project milestones
- Update project schedule as directed by Project Manager
- Schedule meetings and maintain calendar for Project Manager
- Organize Project Manager timelines and follow-up
- Process Meeting minutes, follow-up and distribute
- Attend project and/or team meetings as required, draft meeting minutes as assigned
- Maintain internal project budget and weekly status update documentation
- Check voicemail and email in Project Manager's absence, as requested

Core Competencies:

- Highly Organized
- Hard-working
- Self-motivated
- Strong communicator
- Quick-learner
- Well-spoken
- Proficient with Microsoft Word, Excel, Outlook

Our Culture:

- Company Core Values: Be Transparent, Be Positive, Be Efficient, Be a Learner, Be Generous
- We want our employees, customers, and community to thrive
- Our niche: We help companies win by making data meaningful
- Weekly personal and professional development programs for all
- Entrepreneurism -- we've been in business 7 years and want everyone on our team to be eager to adapt and evolve with our advancing business. We are looking for someone who is comfortable wearing more than one hat.

Other Details

- Salary: \$15.00/hour
- Fort Collins local office
- Generous benefit package: health, dental, vision, long/short term disability, matching 401K
- Our growth means we're looking for creative, flexible people with great attitudes, who are fun to work with. It also means we provide an excellent opportunity for someone who is serious about learning and has ambitious career goals.

NO PHONE CALLS - Please email your resume to angela.tourney@bluemargin.com.