



<https://jobsleworld.com/jobs/project-manager-assistant-job-in-italy-fs-careers/>

Project Manager Assistant

Job Location

Italy

Remote work from: GE; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 2,800 - USD 3,500

Qualifications

Bachelor's degree in Business or Management

Employment Type

Full-time

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Hiring organization

FS

Date posted

December 28, 2024

Valid through

31.07.2025

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Description

Project Manager Assistant Job in Italy

FS Group is looking for enthusiastic individuals to join their dynamic team as **Project Manager Assistants** in Italy. This role is ideal for individuals who are highly organized, detail-oriented, and eager to contribute to large-scale projects.

Candidates from Italy are given preference for this opportunity. However, applications from other countries are welcome, with visa sponsorship and relocation support provided to selected candidates.

Details of Project Manager Assistant Jobs in Italy

- **Company:** FS Group
- **Position:** Project Manager Assistant
- **Location:** Rome, Milan, Naples, and other Italian cities
- **Qualification:** Bachelor's degree in Business, Management, or related fields
- **Job Type:** Full-Time
- **Experience:** Entry-level or up to 2 years of relevant experience
- **Knowledge Required:** Project coordination, scheduling, and task management tools
- **Age Requirement:** 22 years and above
- **Salary:** €2,800–€3,500 per month

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About the Job

As a **Project Manager Assistant** at FS Group, you will support project managers in planning, coordinating, and executing projects across different departments. This is an exciting opportunity for those passionate about project management and looking to grow in a fast-paced, professional environment.

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Key Responsibilities

1. Project Coordination

- Assist in the preparation and management of project timelines and schedules.
- Track project progress and update stakeholders on milestones.

2. Communication Support

- Act as a liaison between project teams, departments, and external vendors.
- Organize and participate in meetings, taking detailed notes and ensuring follow-up on action points.

3. Documentation Management

- Maintain and organize project-related documentation.
- Prepare reports, presentations, and summaries for management review.

4. Resource Allocation

- Monitor resource availability and ensure efficient utilization across project tasks.
- Support managers in procuring tools and materials required for project execution.

5. Risk Management

- Identify potential risks and issues, providing recommendations for mitigation.
- Assist in maintaining compliance with company policies and industry standards.

Requirements

Education

- A Bachelor's degree in Business Administration, Project Management, or a related field is required.
- Additional certifications like PMP (Project Management Professional) are advantageous.

Experience

- Fresh graduates or candidates with up to 2 years of project coordination or administrative experience are encouraged to apply.

Visa Sponsorship Jobs 2024

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Skills

- Strong organizational and multitasking abilities.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and project management tools like Trello, Asana, or Microsoft Project.
- Excellent written and verbal communication skills.
- Problem-solving mindset and a proactive attitude.

Language Proficiency

- Fluency in Italian is essential.
- Good command of English is preferred.

Age Requirement

- Applicants must be at least 22 years old.

Benefits

Joining FS Group as a Project Manager Assistant comes with numerous benefits:

- **Competitive Salary:** Monthly pay of €2,800–€3,500.
- **Visa Sponsorship:** Available for eligible international candidates.
- **Health Coverage:** Comprehensive health insurance plans.
- **Professional Growth:** Opportunities for training, mentorship, and certifications.
- **Work-Life Balance:** Flexible schedules and remote working options.
- **Relocation Support:** Assistance with housing and relocation for international hires.
- **Team Environment:** Be part of a collaborative and diverse team driving impactful projects.

How to Apply

To apply for the Project Manager Assistant position at FS Careers:

1. Visit the official FS Careers website and search for the Project Manager Assistant role.
2. Prepare your application, including:
 - A well-structured CV showcasing your skills and experience
 - A cover letter explaining your interest in project management and your ability to contribute to the team
 - Academic transcripts and any relevant certifications

Submit your application via the FS Careers portal. Ensure your application highlights your organizational skills, problem-solving abilities, and enthusiasm for managing projects in a dynamic environment.

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In Summary

- **Position Name:** Project Manager Assistant
- **Company:** FS Group
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- **Qualification:** Bachelor's degree in Business or Management
- **Job Type:** Full-Time
- **Experience:** Entry-level or up to 2 years of experience
- **Knowledge Required:** Project coordination and administrative tools
- **Age Requirement:** 22 years and above
- **Salary:** €2,800–€3,500 per month

Locations: Key cities like Rome, Milan, and Naples.

Embark on an exciting career journey as a Project Manager Assistant with FS Group in Italy. Apply today and contribute to impactful projects in a thriving organization!

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Important Links