

## **Project Manager Assistant**

If you enjoy making a positive difference in the lives of others and value working for a company that encourages your growth and development, then we have an exciting and rewarding position for you. At DK Global we pride ourselves on being an innovative, industry leading company that creates legal animations and illustrations for some of the country's top-rated attorneys. As a Project Manager Assistant you will be responsible for helping departments, people and projects reach their highest potential. We are looking for an individual who is hoping to expand and ever-develop their skill set to tackle dynamic and unpredictable situations. Our ideal candidate will quickly acclimate to shifting priorities and deadlines while demonstrating a tactful approach to handling an array of challenging scenarios and client demands. Likewise, they will demonstrate an uncanny ability to act as a team leader while also thriving in situations which require independent consultation. So, if you are a born-problem solver who loves serving others and consider yourself an open-minded individual who is flexible to change then we want to hear from you!

### **Job Responsibilities**

- Assists in managing project workflow from planning through implementation
- Identifies and secures project resources
- Routinely manages day-to-day progress for projects
- Manages scope progression
- Meets with Project Manager and creative team daily to get approvals and update project status
- Clears/communicates road blocks in workflow
- Assists in ensuring project status and billing is up to date
- Communicates clearly and effectively with legal clients
- Coordinates with nationwide contractor pool
- Drafts agreements, purchase orders and assists with budget adherence

### **Assistant Project Management Requirements**

- Consistent responsiveness to clients and colleagues
- Strong organizational and time-management skills
- Superior written and oral communication skills
- Attention to detail
- Creative problem-solving
- Willingness to switch gears quickly and be flexible to work on concurrent projects.
- Thrives in a fast-paced environment with shifting priorities
- 5-7 years experience

### **Qualifications**

- Bachelor's Degree preferred
- Background in product management and media development
- Proficient in Microsoft Office Products
- Superior level of competency with Windows operating systems.

DK Global provides animation, medical illustration, video, and mobile app solutions for trial attorneys. This industry is challenging, high paced and exciting.

DK Global is an equal opportunity employer. DK offers medical, dental, and vision insurance (employer co-sponsored), one week of vacation, six paid holidays per year, and sick time pay.

