

Assistant Project Manager

The assistant project manager is responsible for assisting the project manager in completing each step of the audit process. This position is also interchangeable and may be a sergeant or an LEA. Responsibilities include but are not limited to:

- **Participate in all meetings with the project manager.**
 - **Participate in the entrance and/or exit meeting with the auditee as necessary.**
 - **Assumes role of the Project Manager in his/her absence or reassignment.**
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