

PROJECT ADMINISTRATOR

Position Summary

The Project Administrator plays a crucial role in supporting project management activities and ensuring the smooth operation of various administrative tasks. This position requires a detail oriented individual who can manage multiple responsibilities efficiently while maintaining a high level of organization. The Project Administrator will coordinate with team members to facilitate project execution, maintain documentation, and provide essential support to ensure project procedure and efficiency.

Responsibilities

- Assist in the planning and coordination of projects from commencement to completion.
- Maintain accurate project documentation, including schedules, reports, and meeting minutes.
- Perform data entry tasks to update project databases and tracking systems.
- Proofread documents for accuracy and clarity before distribution.
- Manage office operations, including scheduling meetings and coordinating logistics.
- Serve as a point of contact for team members, consultants and community regarding project updates and inquiries.
- Utilize communication systems to coordinate with management and team members.
- Support financial tracking for budget management and costs reporting.
- Provide administrative support, including clerical tasks and personal assistant duties.

Abilities

- Proficiency in general applications for document creation and collaboration.
- Strong proofreading skills to ensure refined quality documentation.
- Experience with data entry tasks to maintain accurate records.
- Familiarity with office management practices to enhance operational efficiency.
- Knowledge of effective communication with management and project team.
- Previous experience in a similar role is advantageous, but not required.
- Ability to type efficiently and accurately to support documentation needs.
- Strong organizational skills with the ability to prioritize tasks effectively.

This position is ideal for individuals looking to contribute their architectural, project management and administrative experience in a dynamic project environment while supporting team success through effective management of tasks and communication.

Job Type: Full-time

Pay: \$25.00 - \$30.00 per hour

Expected hours: 40 – 50 per week

Work Location: On Site

Health insurance

Paid time off