Project Administrator

Reports To

The Project Administrator will report to a Project Manager

Job Overview

A Project Administrator manages schedules, handles detailed documentation, gathers necessary resources and communicates progress to team members. The ultimate goal is ensuring the projects of the company are completed within the restraints of time, quality, and budget.

Responsibilities and Duties

- Scheduling routine meetings and recording decisions (e.g., next steps, assigned tasks etc.)
- Creating and updating projects within Quick Base software
- Acting as the contact point for project participants
- Coordinating partners on various projects
- Ensuring that partners are eligible
- Tracking expenses and predicting future costs
- Preparing and providing documentation to key stakeholders and internal teams
- Ordering & tracking resources (e.g., inventory and rental equipment)

Requirements

- Prior experience as a Project Coordinator, Project Administrator or a similar role
- Experience with project management software such as Quick Base a plus
- Experience with technical documentation, flowcharts, and schedules
- Ability to work in a fast-paced team environment
- Strong multitasking skills with the ability to prioritize tasks
- Problem-solving skills with a keen eye for details
- Exceptional time-management and organizational skills
- Strong verbal as well as written communication skills
- Strong use of MS Office products and other various software

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