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# Example of Project Admin Job Description

Our company is growing rapidly and is hiring for a project admin. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for project admin

* Provide broad and varied support for projects and coordination of activities of the Office of the Dean and the Faculty Support Services Team in the School of Nursing
* Scheduling and arranging logistics for periodic and ad hoc training courses
* Answering questions from learners & vendors, and compiling survey data for classes
* Consistently participates in design and delivery of various program and project communications, documentations and reports Interfaces with a range of internal and external sources to gather information and prepare reports
* Answers non-routine questions or make recommendations
* Consistently participates in financial related activities pertaining to programs and projects (e.g., budgets, invoicing, vouchers, purchase orders)
* Identifies and resolves complex problems and issues relating to program and project activities
* Guides employees with complicated issues and escalates to appropriate levels of management as necessary
* Utilizes various software applications to compile and prepare standard, complex and/or ad-hoc reports May conduct analysis to ensure quality
* Administers a range of functional programs or projects

## Qualifications for project admin

* Unexpected overtime is not uncommon
* Processing classified and unclassified documents
* Two to three years of progressively responsible administrative or professional experience required, 3-5 years preferred
* Basic organization and coordination skills
* Familiar with travel &logistics arrangement
* Must be able to work independently in a team with all levels of staff