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# Example of Project Administrator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of project administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for project administrator

* Interact with a diverse team to solicit status updates and identify potential risks in project plan
* Researches payment history, , interfaces with Accounts Payable and Payroll in regards to misc
* Workstation refreshes, software upgrades, branch opening/closure
* Provide Secretarial / Admin Support to Project Manager, Engineering Manager, Construction RSM & Project Leads
* Preparation of Slide Presentations (Powerpoint)
* Drafting Minutes of Meeting (Word)
* Drafting of Project Execution Plans (Word)
* Update / Collation of Monthly Reports (Support to Project Leads / CM Team)
* Update of PDTA QA Documentation / Project Instructions (Support to PDTA Management Team)
* Creation of Transmittals / Issuing of Documentation (MOM / Monthly Reports)

## Qualifications for project administrator

* Developing and maintaining project reporting, task tracking, business case and investment input, scheduling and other critical tasks
* Coordinating project materials and research, generating schedules and reports, and updating project information and scheduling
* Knowledge and experience with ISO9000 requirements and their deployment
* 6+ years administrative experience including large project or program document control management
* Has knowledge of TIAs
* Has the ability to read and understand design and construction drawings to an EIT level