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# Example of Project Administrator Job Description

Our growing company is searching for experienced candidates for the position of project administrator. 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 administrator

* Acts as a primary contact between the company and the customer, responsible for administration of customer contracts
* Determines and coordinates final shipping details
* Updates weekly backlog report
* Conducts weekly accounts payable/receivable meetings with Finance, as required
* Maintains close liaison with Finance for all open jobs/programs
* Coordinate with Flow Customer Care Team in Dubai on Commercial aspects Letter of Credits, Bank Guarantees and Performance Bonds
* Support the documentation requirement identification process
* Complete PMO checklist and forms to be used in projects
* Provide detailed advice, guidance and support on administrative, financial, marketing, meetings, travel, events, international relations processes and implement these procedures with internal and external customers
* Establish working relationships with key contacts to help improve service levels, developing appropriate communication links with the University’s Schools/Directorates and outside bodies including University of Namibia as required and attending international visits to partner nation

## Qualifications for project administrator

* Experience in construction administration, submittal processing, RFI management, report preparation, meeting minute preparation, file management and document management
* Experience in the use of various softwares including Microsoft Office products and other PM Software
* Ability to work in a field office on the jobsite
* High School Diploma or some college or secretarial education required
* The successful candidate will have supported executive level positions in the past and have at least 3 years of experience supporting senior business leaders
* Individual must be highly motivated and organized and willing to accept additional responsibility as required by the position