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# Example of Project Administrator Job Description

Our company is hiring for a project administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for project administrator

* Maintaining Buy America audit worksheets along with preparing documentation for audit
* Monitor budgets and schedules for progress
* Leadership for Document Control, including entering data as needed if not undertaken by others
* Delivering output in line with the quality ethos of SNCL RTE
* Be computer literate to a professional standard in relation to word processing and spreadsheets
* Project Steerco meetings (monthly) - Schedule Project Steerco meetings, invite attendees and ensure diary availability, arrange parking and access for attendees
* On Boarding of team members (internal external staff) - Organise the physical infrastructure, the briefing packs, briefing session
* Arrange cell phones, laptops, email, software, permanent parking, access, create staff file for HR management
* Applies the project management process, tools and templates to Serves as a support function/resource ensuring all phases of a project is executed according to project plans
* Liaising with commercial team to record impending costs including lunches, taxis, stationery

## Qualifications for project administrator

* Working in other project management tools and systems as needed
* Must be able to keep confidentiality
* Must be dependable and able to work flexible hours
* Experience of making travel arrangements desirable
* English- advanced level, other language will be a plus
* Bachelor degree in Business, Finance, Accounting or related degree