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# Example of Project Administrator Job Description

Our innovative and growing company is hiring for a 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

* Process purchase order through SAP, process invoices and delivery orders
* Includes oversight of the implementation, communicating with national experts/external partners
* Liaise with financial team in order to ensure all transactions are forecast & recorded correctly
* Raise Purchase Order requests and processing vendor invoices
* Processing sales invoices (& credits where applicable)
* Processing equipment and training orders on behalf of service users
* Logging project related costs on tracking spreadsheets
* Completing and submitting claim forms to reimburse project costs
* Spreadsheet reconciliations
* Liaising with credit control to allocate payments and resolve queries

## Qualifications for project administrator

* One year successful project management related coursework or experience is preferred
* Bachelor degree in Finance, Economics, Mathematics, Accounting or related degree
* Three years’ experience in a role with exposure to Commercial banking
* Experience in minute taking of meetings
* Construction industry or consultancy experience an advantage
* Methodical attitude to all aspects of work with attention to detail