

Position description: Project Administrator

This generic position description has been designed for you to adapt to your requirements. Our suggestions about the content are included in italics.

About <insert your organisation's name>

Include a few paragraphs about your organisation.

About <insert the project's name – if applicable>

Include a paragraph that describes what the project is about.

Purpose of the position

The role of the Project Administrator is to provide effective day to day support for the <insert project name(s)> project(s).

Reports to

A Project Administrator would normally report to the Project Manager, Project Director or a Programme Director.

Extent of authority:

The Project Administrator will require sufficient financial delegations to effectively support the team by booking travel, ordering stationery and equipment etc.

Project relationships

The Project Administrator will have significant interaction with project team members as well as external suppliers, clients and other stakeholders.

Key internal relationships

- Project team members

Include the teams within your organisation with which the Project Administrator will have frequent interaction e.g. HR, IT, Purchasing.

Key external relationships

- Suppliers
- Clients / customers
- Major external stakeholder groups

Key responsibilities

Key responsibility	Indicators of success
Develops and maintains effective information and document management systems.	<p>All project information, documentation and products can be easily located by anyone working within the project.</p> <p>Version and document control processes are effective and project team members are always confident that they are working with the most current information.</p> <p>All new team members are well trained in the information management processes and what is expected of them to ensure these are well maintained.</p> <p>External audits find that the project's information management meets the required quality standards.</p> <p>Project intranet pages are always current, accurate and relevant.</p>
Provides administrative for the project office	<p>The project office systems are effectively maintained and as effective and efficient as possible.</p> <p>Project meetings are scheduled well ahead of time, with appropriate papers, agenda's and minutes produced and distributed on time.</p>

Key responsibility	Indicators of success
	<p>Stationery and other materials are readily available.</p> <p>New team members have the appropriate equipment and materials ready for them when they arrive.</p> <p>The project team's individual support needs are identified and met. This may include collation of data, preparation of presentations, printing and distribution of documents.</p> <p>All project office equipment is well maintained and used correctly.</p> <p>Health and safety compliance requirements are maintained effectively, including hazard registers, incident reporting, civil defence/first aid kits, etc.</p> <p>There is a user-friendly, up to date desk-file that fully describes the administrative tasks associated with supporting the project.</p>
<p>Assists with financial management and tracking</p>	<p>Accurate financial records are maintained.</p> <p>Invoices are checked and appropriate sign-off processes followed before payment is authorised.</p> <p>Petty cash is secure and used appropriately.</p> <p>All purchasing decisions are made in a cost-effective manner and in accordance with organisational policies.</p>
<p>Provides personal assistance to the Project Manager and team members</p>	<p>The Project Manager's diary is well-managed.</p> <p>Appropriate bring-ups are in place so that regular tasks (e.g. reports) are completed to time.</p> <p>All travel is booked to meet the Project Manager's and team's schedule requirements.</p> <p>Team contact information is kept current and readily available to the appropriate people.</p>
<p>Contributes actively as part of a team</p>	<p>Ways of improving administrative or wider team effectiveness are raised appropriately.</p> <p>The team finds it easy to seek administrative support.</p>

Competencies and skills

Choose the attributes most suited to your requirements. We have found the following to be important:

- Demonstrates a high level of accuracy and attention to detail
- Models excellent time-management and prioritisation of work
- Is able to interact appropriately with a wide range of people
- Has <beginning / intermediate / advanced> competence in MS Project, MS Excel, MS Word, MS Outlook, MS PowerPoint, MS Access, <insert any other specific programmes> and is able to quickly learn specialist organisational software

<Insert technical or industry-related skills, e.g. construction, information technology> if required.

Personal attributes

Choose the attributes most suited to your requirements. We have found the following to be important:

- Is described as 'highly conscientious'
- Is a collaborative and supportive team player
- Shows initiative in making improvements and doing things well
- Has a warm personal style and well-developed sense of humour
- Readily learns from own experiences and that of others

Qualifications & experience

Choose the attributes most suited to your requirements. We have found the following to be important:

<Insert years required e.g. Over 5 years> project administration experience in an <insert description – e.g. software, education, telecommunications, construction> environment is <essential / desirable>.

A current New Zealand driver's licence is essential / desirable.