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| TYPICAL JOB DESCRIPTION **TITLE:** Project Administrator | *Your Company Logo* |

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| GROUP: |  | STATUS: | *Exempt*  *Non-Exempt* |
| DEPT: |  | EFFECTIVE DATE: | **00/00/00** |
| LOCATION: |  | APPROVALS: |  |
| REPORTS TO: |  |  |  |

**POSITION OVERVIEW:** Responsibilities include, but are not limited to planning, organizing, purchasing, directing, and controlling project activities required for effective management of jobs. Works with financial, contract management and other management reports and tools to define project problems to assure project profitability. In addition the Project Administrator serves as Administrative Assistant and Marketing Coordinator to the Operations Manager.

**KEY DUTIES & RESPONSIBILITIES:** Please note the essential functions may vary depending on department size, organizational structure and/or geographic location.

* Plans, creates and coordinates all production schedules on jobs

1. Assists management in monthly forecasting
2. Maintains current job plans and specifications
3. Coordinates the procurement of materials, supplies and services and controls timely delivery
4. Prepares each project assembly plan, manages the plan and prepares and defines job procedures
5. Maintains delivery schedules and coordinates task scheduling with vendors
6. Maintains contracts and monitors the performance of vendors
7. Keeps superiors and subordinates informed of progress
8. Maintains all records of project status, changes, material flow and other control records and supervises the preparation and processing of reports for internal and external use
9. Provides information to determine labor and material requirements on a global project basis
10. Assists in the preparation of base data required for monthly job billing
11. Studies literature and attends seminars to stay current with regards to products, processes and materials.

* Operational and facilities issues

1. Maintains calendar and schedules various meetings and appointments
2. General Administrative support for jobs (filing, typing, copying, etc.)
3. Facilities issues including building maintenance, coffee service, vending machines, office supplies & business machines
4. General coverage of telephone calls and paging of employees as needed
5. Serves as liaison between Company corporate and field staff, as well as customers, applicants, etc. Maintains current knowledge of Company and Company operations, policies, and organizations.

* Sales, Marketing Support and Administration

1. Maintain ongoing administrative support to the Operations Manager including general typing of letters, memos, documents, reports, etc.
2. Responsible for all phone calls and mail directed to the Operations Manager
3. Coordination of all travel for the Operations Manager and all sales staff located in the facility
4. Maintain records of written proposals
5. Coordinate presentation materials
6. Responsible for various copying, filing, etc. associated with Operations Manager
7. Maintain supply of sales brochures, letterhead, and envelopes, etc.
8. Distribution and tracking of all incoming sales leads
9. Assist in the coordination of the periodic Sales Meetings
10. Coordination of trade shows, meetings, training and conferences

**MINIMUM QUALIFICATIONS:** The following are the minimum qualifications an individual needs in order to successfully perform the duties and responsibilities of this position. Please note that the minimum qualifications may vary based upon the department size and/or geographic location.

* Knowledge:

1. 4+ years progressively responsible, related administrative experience
2. Excellent PC (word-processing, spreadsheet, presentation) skills; graphics

* Skills/Abilities:

1. Efficient and timely performance of administrative assignments
2. Ability to organize workload for effective implementation
3. Ability to solve practical problems and carry out responsibilities under general supervision
4. Ability to finish projects
5. Ability to write correspondence and present information in one-on-one and group situations
6. Adherence to policies, procedures and instructions
7. Ability to interact effectively at all levels
8. Ability to function as an effective team member
9. Strong customer and results orientation
10. Maintain a neat, professional appearance and demeanor
11. Maintain a good working attitude
12. Ability to maintain confidentiality at all times

**PHYSICAL DEMANDS:** In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* Must be able to see, hear, speak and write clearly in order to communicate with employees and/or other customers; manual dexterity required for occasional reaching and lifting of small objects, and operating office equipment.

**WORK ENVIRONMENT:** In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job.

* The office is clean, orderly, properly lighted and ventilated. Noise levels are considered low to moderate.