

POSTING

POSITION: Project Administrator

About the Job:

This position will include the following tasks:

- Provide updates on work status from field reports to include budget, schedule and resource information
- Assist Finance Manager in preparing financial reports and completing end of the month, quarterly and year-end duties as needed
- Review and manage contracts
- Coordinate activities and resources related to all projects
- Liaise with clients to identify and define project requirements, scope, and objectives
- Maintain and track project schedules and timelines

Desired Skills & Experience

The following experience for this position matters to us

- You have two to five years of experience in project management (a PMP certification is a plus);
- You have a bachelor's degree in Business Administration or related field;
- You have a demonstrated understanding of project management practices and tools to create, manage, and track project performance, cost, verify scope;
- You are detail-oriented, analytical, and can demonstrate critical thinking and problem-solving skills;
- You have excellent organizational and multitasking skills;
- You have excellent written and verbal communication skills;
- You have a strong working knowledge of MS Office toolset;
- You have experience with MS Access and other databases applications;
- You are motivated to provide project support as directed.

The following factors matter to us:

- You are self-directed, highly motivated, and interested in learning;
- You value independence and quality of life and being treated with respect by your employer and colleagues;
- You seek a challenging, exciting job and co-employees (and customers) with the same vision;
- You are interested in collaboration and accomplishment;
- You want to work hard in a fast-paced, but a reasonable environment.