

Project Administrator

Remuneration:	basic salary
Location:	Johannesburg, Vaal Area
Education level:	Diploma
Job level:	Junior/Mid
Type:	Permanent
Reference:	#PROJECT ADMIN VAAL
Company:	Worldwide Positions

Company in the manufacturing/engineering sector is looking for a dynamic individual to join their team as a project administrator. The purpose of the role will be to ensure that projects are managed within the time restraints, ensuring quality and budget are met.

The successful candidate will be responsible for:

- Overall project management
- Overseeing timelines, budgets and resources
- Workflows
- Risk analysis
- Preparation and management of project documentation
- Coordinating project meetings, agendas and minutes
- Tracking project progress
- Ensuring adherence to project plans
- Coordinating quality controls
- Acting as the point of contact for all project participants

Required:

- Grade 12 with tertiary qualification in admin of projects
- Sap one experience - imperative
- Excellent ms office skills, excel at advanced level
- Good knowledge of experience of administrative processes
- Good understanding of organisational processes
- Able to multi-task
- Work experience as a project administrator, project coordinator or similar
- Great communicator
- Knowledge of project management software
- Experience with change management and organisational development is a plus
- Hands-on experience with flowcharts, technical documentation and schedules

Must reside in the vaal area.

Please state job ad reference in subject line of application email.

Posted on 22 Apr 11:30, Closing date 21 Jun

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Kristin de Jager
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