



**Position Description:
PROJECT ADMINISTRATOR**

POSITION PURPOSE

Working independently, using professional judgment and initiative, and with minimum supervision, the Project Administrator organizes and coordinates a variety of administrative and production tasks in support of a work group, discipline, or office location in order to complete deliverables and assist managers in successfully managing projects as well as clients and staff. Someone in the Project Administrator position will provide a high level of technical support to assist in meeting internal and external deliverables, goals and objectives. The Project Administrator is helpful, a leader, and a strategic planner. Several Project Managers, Senior Management Team members, and other staff will rely on this key position in their day to day activities. Although this person may be assigned to a specific office location, they are a shared resource throughout the entire company.

WHAT YOU'LL DO

ESSENTIAL TASKS AND RESPONSIBILITIES

- Maintain cleanliness of reception and common areas
- Document production: responsible for all aspects of word processing, editing format, creating tables and charts, copying, and binding
- Copy, print, bind, distribute, and ship documents and plans as appropriate
- Hand deliver plans and documents and run miscellaneous business errands as needed
- Inventory, order, and stock office supplies upon approval by his/her Branch Manager or CFO
- Follow departmental templates and guidelines on production of reports, plans, and other documents. Work within project deadlines and in coordination with project staff, is allowed discretion in determining the most accurate, time efficient, and appropriate methods to complete all aspects of word processing, editing formatting, creating tables and charts, copying, and binding
- Assure that documents are consistent with QK production guidelines and specifications; usually work on several projects at one time
- Sort, stamp, and distribute incoming mail and packages
- Communicate with project managers, clients, utility companies, and agencies to determine appropriate routing of documents
- Coordinate administrative staff's and project staff's files to assure that documents are prepared, organized, and maintained appropriately
- Maintain files and library for the department and/or office
- Assist office managers and department managers in personnel tasks upon request: set up interviews; provide HR with correct forms and documents; maintain schedule of staff reviews and distribute last evaluations to those with reviews approaching; discuss the employee handbook and orientation materials with new hires, etc.
- Train junior staff on Business Services procedures
- Maintain Passport Training/CPR Log: send out reminders for renewal & schedule training as needed
- Schedules, sets-up and takes-down for various meetings
- Assist with setting up conference calls and audio-visual equipment as needed
- Other duties as assigned or as needed in order to successfully complete project deliverables or meet internal goals



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WHO WE NEED

ESSENTIAL SKILLS AND ABILITIES

- Excellent listening and oral and written communication skills, and the ability to use personal judgment and organizational skills
- Ability to work independently and take direction from a several staff simultaneously
- Ability to prioritize and meet deadlines
- Demonstrated ability to handle multiple tasks in a fast-paced, high stress, team environment, maintaining scheduling flexibility at all times
- Ability to work in an environment where tasks and priorities can change on a daily or even hourly basis
- Ability to take care of meetings to ensure they are productive
- Ability to problem solve and “think on your feet” in order to meet changing needs of multiple offices and staff members
- Ability to manage up when appropriate
- Drive to improve procedures and make processes and systems more efficient and the skills to be able to carry out improvements
- Strong attention to detail
- Ability to stand, sit, squat, and lift up to 30 pounds.
- Visual acuity required
- Ability to perform repetitive wrist and hand motions required
- Current driver’s license, current insurance and good driving record required
- Excellent proofreading skills

PREFERRED SKILLS AND ABILITIES

- Ability to effectively train other staff
- Ability to enforce QK standards
- Ability to develop relationships internally and externally
- Ability to delegate effectively

EDUCATION

- High school diploma or equivalent

EXPERIENCE

- Minimum of five (5) years’ experience working in an office environment and utilizing standard office equipment
- Advanced-level skills in MS Word, Excel, Outlook and PowerPoint
- Experience with Styles used in Word documents preferred
- Ability to delegate effectively



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ORGANIZATIONAL RELATIONSHIPS

The Project Administrator has the opportunity to provide help to every staff member in various ways. This person may also have direct or indirect relationships with clients, vendors teaming partners and agencies. This person is a member of the Business Services team and works closely with the marketing, accounting and HR departments, as well as the SMT and Branch Managers. Project Administrators are usually considered the hub in each office due to vast knowledge of projects, clients, and QK standards. The Project Administrator is key to our “One Company” philosophy because he/she ensures that the deliverables from all offices maintain the same quality, look and feel.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE	
PRINT:	DATE:
SIGNATURE:	SUPERVISOR/HR: