

# Project Administrator

<b>Remuneration:</b>	basic salary
<b>Location:</b>	Johannesburg, Vaal Area
<b>Education level:</b>	Diploma
<b>Job level:</b>	Junior/Mid
<b>Type:</b>	Permanent
<b>Reference:</b>	#PROJECT ADMIN VAAL
<b>Company:</b>	<a href="#">Worldwide Positions</a>

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  
[wwp.kristin@visualnet.co.za](mailto:wwp.kristin@visualnet.co.za)

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