



*"Managing the People Side of Change"*

260 Peachtree Street, Suite 1201

Atlanta, GA. 30303

[www.redbridgeinc.com](http://www.redbridgeinc.com)

## Project Administrator

### Job Summary

The project administrator is responsible for owning the project management processes. This includes understanding project goals, deadlines, and financial boundaries so they can best allocate resources, benchmarking, scheduling project deadlines, and general coordination. The PA will be able to immediately provide administrative support in project planning, resource scheduling, progress tracking and status reporting, which frees the project manager to focus on the more important tasks needed to deliver a successful project.

### Job Duties & Responsibilities

- Coordinating project office start up activities including developing vacation schedules, email distribution lists, project deliverable schedule, develop templates, etc.;
- Updating/tracking the project schedule;
- Coordinating project logistics;
- Maintaining the project document repository/library using Microsoft SharePoint;
- Coordinate on boarding documentation and new member orientation;
- Manage the defect management process;
- Distributing project communications and collecting/maintaining project artifacts;
- Monitoring and tracking projects issues, schedules, status, action items, and risks;
- Facilitating meeting logistics such as meeting notices, written communication, and documenting meeting minutes;
- Supports project communications by developing project presentations and status reports;
- Provides assistance in the development of the overall project schedule, staff schedules, contact information, communications;
- Acquires through proper channels needed supplies, equipment, etc.;
- Develops and maintains soft and hard copies of project library; Supports project research and project databases
- Supports project copying and collation of materials

- Provide executive level assistance to the project manager, maintain daily agenda, schedule important meetings, etc.
- Flexible work schedule; must have the ability to work Adhoc including remotely on the weekend

## Required Qualifications

- Must have 2 years of experience interacting with diverse client types to include end users, managers, and project team members
- More than 2 years experience in Microsoft Suites including Excel
- Experience using Microsoft Project, Visio and SharePoint (**strong plus**)
- Can work independently and in groups

**Minimum Years of experience needed for required skills: 5 years in an administrative support role on a project, preferably in the IT field.**

### **Preferred Skills:**

Project management skills  
Project experience  
State government experience  
IT environment experience

**NOTE:** Experience, education and certifications will be verified