

## **POSITION DESCRIPTION**

# **PROJECTS ADMINISTRATOR**

**Vacant**

<b>APPROVED BY:</b>	<b>Michael Courtney, Managing Director</b>
<b>DATE APPROVED:</b>	<b>June 2022</b>

# POSITION DESCRIPTION

## PROJECTS ADMINISTRATOR

### Position Outcome

The position of Projects Administrator shall ensure:

- Support the delivery of all company projects through liaison and administrative support.

### Position Duties

#### ***Program and Project Administration***

- Updating projects and placements in ProjectWorks.
- Actioning outcomes from handover meetings including Associate appointment letters and updating Project Works accordingly.
- Following up outcomes of projects and report on progress to date.
- Complete project/ placement Associate appointment letters.
- Assist in the preparation and circulation of weekly, monthly performance reports.
- Assist with the establishment of projects including Service Planning and Building Condition Assessments.
- Support the Program Manager in day-to-day administration.

#### ***General Office Administration***

- Provide administrative support to the Chief Operating Officer and Proposals Coordinator.
- Provide customer service and “face” of company in office, answering telephones, email queries and attending to visitors to the office.
- Assist with client project administration tasks as required.
- Assist with report preparation as required.
- Assist with the administration of Project Works.
- Setting up Board room for meetings (catering, screen, seating) in absence of other Administration staff.

#### ***Administrative support – Director and Managers***

- Provide administration support to the *Executive Directors, Program Manager, Regional Managers* and *National Placement Manager* including but not limited to arranging client meetings, travel bookings and general administration activities.
- Co-ordinate Business Development Meetings with Regional Managers

#### ***Client base***

- Respond and manage CTMG client’s requirements through phone, documentation, and email contact.

- Log all contact with clients in ProjectWorks.
- Support *Regional Managers* and *National Placement Manager* with client requirements as requested.

## **Reports to**

- Chief Operating Officer

## **Legal and Compliance**

- Adherence to relevant company statutory requirements.
- Ensure all tenders adequately utilise all elements of the tender documents.

## **Occupational Health and Safety**

- Perform duties in accordance with the Occupational Health and Safety Act, 2004, Regulations, Codes of Practice and Council policies and procedures.
- Monitor occupational health and safety within area of responsibility.
- Actively participate in the development and implementation of hazard elimination or minimisation strategies.
- Immediately report any hazards, incidents and accidents to relevant supervisor and take appropriate action.
- Participate in workplace inspections and in occupational health and safety training

## **Key competencies**

- Sound understanding of the functions of this position within the company context and adherence to all CTMG policies, regulations and precedents.
- Ability to work with minimum supervision, set priorities, plan, and organise one's own work.
- Good time management skills and ability to meet deadlines and work within specified timeframes.
- Ability to work effectively and constructively as part of the company.
- Well-developed oral and written communication skills to enable preparation of routine correspondence and reports as required.
- Ability to work as part of a team.
- Ability to communicate with the company Directors, clients, Associates, and the community.
- A high level of customer service skills.

## **Accountability**

- Ensuring that the day-to-day general and project administration of the company and its involvement with Associate consultants, clients and other external relationships are undertaken in a professional manner.
- Ensuring a high level of service efficiency and accuracy, whilst adhering to clear objectives and regular reporting mechanisms.

- Working as a team member of the company to provide high quality service to meet client and team needs in a friendly and professional manner.
- Able to plan work at least four (4) weeks in advance and has scope to exercise discretion in the application of standard procedures and standards.
- Maintain a professional corporate image reflective of the values of the Company.

## **Qualifications and Experience**

- General Experience in Office Administration and electronic systems use is essential.
- Intermediate/advanced Word and Excel knowledge and use in the Office environment is essential.

## **Performance Targets 2022/23**

1. To develop a high level of competence with respect to Project Works by December 31, 2022.
2. To assist approved projects meet client deadlines 100% of the time.
3. To ensure administrative support is timely, negotiated and of a high standard.