

Project Administrator – Job Description

Name:	
Title:	Project Administrator
Reporting to:	Project Management Team Leader
Key Objectives	To provide day to day support to the Project Management Team and users of Project Server
Skills Required or attainable	<ul style="list-style-type: none"> • Strong organisational skills • A methodical approach to work and excellent attention to detail • Ability to work to deadlines • Good knowledge of MS Project • Excellent written and oral communications, including creating reports and presentations • Experience with working in a manufacturing environment • Foreign language skills (especially in French or Spanish) an advantage
Number of reports	0
Tasks and Duties	<p>1. <u>Project Server Data Entry and Admin</u></p> <ul style="list-style-type: none"> • Reply to request originator and data entry of new project requests into project server. • Create new CR, SR and DR projects and folders. • Fill in relevant project information that is pre-existing when a new project is approved and communicate this further to all the relevant parties. • Approve and decline projects by following the project approval process and communicate this further to all the relevant parties. • Move project from one stage to another as per the project workflow when requested. • Project server configuration (for example project server views). • Work closely with Hanover IT and Wellingtone to resolve any issues and / or look for any support if needed. • Projects crash recovery/projects check in as per requests from users and permissions settings. • Update all the CR plans (and maybe some SRs) on the server every week from the input of the team plans submitted by the team leaders. • Ensure that the team plans are submitted as agreed and check on quality of information provided. Provide support to the team leaders with using MS project, updating their team planners as needed. • Run project status reports as requested. Support PM on the data entry / update for

project status reports if needed.

- Maintain the project pool and/or resource pool on project server.
- Monitor how up-to-date projects on the server are, highlight any delays and chase up people who have not updated (or baselined) their plans for a certain period of time.
- Highlight any resource over allocation.
- Close projects when needed.
- Review existing projects on the server to check for duplication or dependencies between them.
- Constantly looking for any improvements on project server and help with their implementation once approved.

2. Administration and PM support

- Help to establish standards, tools and procedures for use on projects.
- Update and manage the PM SharePoint portal.
- Maintain the project document registers on request of PMs.
- Keep the holiday Employee Calendar up to date.
- Assist in meetings, produce and distribute minutes, follow up actions and set up follow up meetings if required by PMs.
- Assist the Project Managers and Project Teams with document distribution, scanning, copying etc. and forward to appropriate engineers for review.
- Help to organize Project Managers travel arrangements.
- Chase up orders with production, highlight any issues and resolve them if requested.
- Check delivery schedules and manage any delays, highlight any issues to the relevant PM.
- Promote finished products internally so that sales are fully aware of what is available within Hanover.
- Proof reading documents (WI, sales info sheets and user docs).
- Attend Project Board Meetings, CR review meetings and PM meetings, document minutes and distribute.
- Coordinate drawing approvals/sign off by appropriate engineers from different departments, issue approved drawings, and save them into company specific document management system.