



Junior Project Administrator

Job Profile and Description

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Business Unit:	Project Office
Role:	Junior Project Administrator
Level:	Junior
Reporting to:	Senior Project Manager

AppCentrix is a managed services company that implements a variety of IT projects including monitoring and cybersecurity projects. We utilise best of breed technologies to provide these services, including hardware, infrastructure, licensing and maintenance with highly skilled resources. Our project management team is responsible for managing and delivering external (customers) and internal projects.

Role Description and Purpose:

As part of the AppCentrix Project Management team, the Junior Project Administrator is responsible for supporting and assisting the AppCentrix Project Managers with the administration of external (customer) projects as well as internal projects.

Key Areas of Responsibility:

1. Manage day-to-day activities in the project
2. General meeting administration and documentation, including
 - Scheduling of meetings and any engagements
 - Ensuring meeting agendas are set
 - Taking accurate meeting minutes and/or notes
 - Tracking of action items discussed in meetings
 - Attendance registers
 - Meeting recordings
3. Assist with updates to project plans and schedules as required
4. Assist with creating and updating project documentation such as (but not limited to):
 - Completion certificates
 - Task lists
 - Project schedules
 - Tracking sheets
5. Liaise with project resources relevant to the project (AppCentrix or sub-contractors)

6. Assist Project Managers with resource scheduling and co-ordination of assigned activities and tasks.
7. Keep project documentation organised and filed.

Technical Competencies:

- Candidate must have a good general understanding of technical IT terms and concepts. (Technical background will be beneficial)
- Demonstrate knowledge of the day-to-day operations of a project
- Demonstrate knowledge of project management methodologies and concepts
- Demonstrate a systematic and structured approach to administration
- Excellent minute taking skills
- Good working knowledge of MS Office Programs (Excel, Word, PowerPoint, SharePoint, etc)
- Experience with MS Teams
- Experience with MS Project or other project management platforms
- General computer literacy

Behavioural Competencies:

- Candidate must be self-motivated and able to work independently
- Strong attention to detail
- Self-confident
- Must be able to operate under pressure and adapt to a fast paced environment
- Must have good written and verbal communications skills
- Ability to multi-task
- Candidate must be comfortable participating and presenting during meetings
- Ability to work in a complex and changing environment
- Excellent communication skills, both written and verbal in English
- Excellent interpersonal skills and a team player

Minimum Requirements / Qualifications

- Tertiary qualification in Computer Science or Information Technology
- Minimum of one (1) years' experience in a similar role
- Any Project Management Certification or partial certification will be an advantage