A logo for a company

AI-generated content may be incorrect.**PERSON SPECIFICATION:**

**Project Administrator**

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| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications** | Proven experience in administrative support within a project environment  Good understanding of project management principles and lifecycle  Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and project management tools (e.g., MS Project, Trello, Asana) | Project management qualification (e.g., PRINCE2 Foundation, CAPM) |
| **Experience** | Experience supporting multiple projects simultaneously  Familiarity with coordinating meetings, preparing agendas, and tracking action items  Previous involvement in budget tracking, procurement processes, or resource scheduling is advantageous  Experience liaising with internal and external stakeholders | Experience of the Housing Sector |
| **Personal Attributes** | Proactive and solution-focused mindset  Flexible and adaptable to changing priorities and project demands  Commitment to continuous improvement and learning  Reliable with a strong sense of accountability |  |
| **Knowledge, Competencies, Skills & Abilities** | Excellent organisational and time management skills, with the ability to prioritise tasks effectively  Strong attention to detail and accuracy in documentation and data entry  Clear and professional communication skills, both written and verbal  Ability to work independently and as part of a team  Skilled in minute-taking, report preparation, and maintaining project documentation  Comfortable handling confidential information with discretion | Knowledge of document control systems or project management software  Familiarity with risk management or compliance processes |