

Project Admin. Assistant Job Description

Responsibilities:

- Maintain an up-to-date Microsoft Project Gant chart of all project processes and milestones
- Track and process all federal and state reporting procedures for the project under the supervision and direction of the Deputy Project Manager
- Communicate with state and federal contacts in regard to project status
- Assist with daily administrative tasks to support the efforts of project office
- Provide a high level of administrative assistance to all members of the project team
- Report to and keep the Deputy Project Manager up to date on issues as information becomes available
- Copying, scanning, emailing, and faxing as requested by project staff members
- Schedule meetings in Microsoft Outlook and create agendas as requested
- Make telephone calls, send emails, and write letters on behalf of project staff members
- Receive all incoming phone calls regarding the project
- Maintain organized and up-to-date files
- Assist in necessary projects as they arise

Requirements:

- Minimum of High School Diploma or GED Equivalent
- Microsoft Project and Outlook Proficiency is a must
- Familiar with basic Microsoft Word, Excel and PowerPoint Operations
- Strong organization and communication skills
- Experience using a specific process to manage work flow
- Must be willing and able to confidently communicate as directed
- Ability to determine priorities and work efficiently with minimal supervision
- Ability to operate office equipment such as computers, printers, copier/scanners, telephones, fax machines, and postage machines