

Projects Administrator Position Description

Reports to

Owner/Director

Key relationships

External clients, programmers, developers, testers and interns.

Location

LittleMonkey Ltd - Churton Park, Wellington



Role Purpose

The Projects Administrator provides support and administration for LittleMonkey projects. They are responsible for scheduling projects, providing quotes, reports and updates to clients and LittleMonkey team members. They will order consumables and supplies for the office and liaise with accounts to ensure timely payments from clients and to contractors. From time to time the Projects Administrator will organise and attend networking events. They also generate, track and follow up on sales leads.

Key Responsibilities:

- Schedule regular meetings and record decisions (e.g. assigned tasks and next steps)
- Break projects into tasks and set time frames and goals
- Create and update workflows and bulletin board
- Conduct risk analyses
- Prepare and provide documentation to internal team and key stakeholders
- Order resources, like equipment, software and consumables
- Generate, track and follow up on sales leads
- Retrieve necessary information (e.g. user/client requirements and relevant case studies)
- Track expenses
- Monitor project progress and address potential issues
- Coordinate quality controls to ensure deliverables meet requirements
- Measure and report on project performance
- Act as the point of contact for all participants
- Create relevant content for LittleMonkey's website and social media accounts

Key Requirements

- Excellent written and spoken communication skills and intermediate computing skills
- Confident and competent team member
- Solid time management and organisation skills
- Experience in and enthusiasm for learning about app/web development
- Ability to build and maintain connections with contacts and potential clients