

Project Administrator

Job Description



Luminus Education is seeking to employ a Project Admin in Irbid Governorate, to work in a contemporary project funded by the European Union. The Project Admin will report to the Project Manager; this role is dynamic and involves coordination with multiple stakeholders, departments and groups.

Job title	Project Administrator
Department	Projects Management Office (PMO)
Reports to	Project Coordinator / Project Manager
Classification	Full Time

Job purpose

The Project Admin will be responsible to effectively coordinate all project related tasks, in addition to keeping track on information and inputs. The role would also include follow up on day-to-day operational activities.

Duties and responsibilities

- Work directly with the PM and assist him in accomplishing daily operational tasks.
- Coordinate work with project stakeholder including Donor, Partners and beneficiaries.
- Preparation of required paperwork and materials needed for daily activities/tasks.
- Handle all communication and correspondences with project different stakeholders.
- Arrange and manage visits to project offices and labs.
- Follow up and report on day-to-day project activities.
- Work with project team to prepare daily, monthly, quarterly and yearly reports.
- Prompt record keeping and data entry.
- Assisting in managing project events, such as launching event, workshops, training and information sessions.

- Other tasks as required by the PM.

Job-Specific competencies, experience and qualifications

General Competencies

- Ability to work under pressure
- Strong communication skills (both Oral and Written)
- Ability to be a part of dynamic team and a valuable team player
- Business writing skills both Arabic and English is a must.
- Ability to demonstrate extensive research skills on an international capacity to promote further understanding of the project
- Multi-tasking and prioritization of tasks

Minimum Experiences

- Bachelor's / Diploma degree in Business Administration or any related field
- At least two years of relevant experience of projects working in Administrative or related positions.
- Working with donors, international Non-Governmental Organisations (NGO's) and/or international institutions is a plus.
- Fluency of Arabic and English (Written and Spoken)