

Role: Project Administrator

Job Type: Permanent (6 month probation)

Salary: 30K neg.

Location: South Africa

Are you the cream of the crop when it comes to managing digital projects? Can you delight your clients and motivate teams to deliver amazing results on time, and within budget?

If you relish the challenge of an exciting role within a rapidly growing global business where no two days are the same, then this could be the perfect role for you!

As a Project Administrator, you feel at home with managing projects of all different shapes and sizes, across various industries. The thrill of getting all your ducks in a row to get projects over the line, whilst bringing everyone along with you for the ride is what gets you out of bed each day.

You're personable yet highly professional, a great communicator with a proven ability to build and maintain strong client relationships. You understand that the client is king and you'll pull out all the stops to make sure things run smoothly and that we're delivering seriously creative solutions.

With an attractive salary and benefits package, plus the opportunity to work remotely, your desire to learn and progress will be rewarded with opportunities for personal growth, supported by training and mentoring to refine your already strong and focused skills.

Where you'll create impact

- Manage and administer projects with top-down oversight throughout entire execution to ensure success as defined by adherence to standards of scope, budget, and timeline.
- Develop comprehensive project plans that merge customer requirements with technical requirements and personnel during all project phases, from initial development through implementation.
- Monitor project progress continuously and make detailed scheduled reports on measurable items, such as milestones and deliverables.

- Communicate proactively with all involved personnel to provide encouragement, identify problems, create solutions, and implement efficiency improvements.
- Review proposed modifications on project plans, including meeting with interested parties to approve and implement beneficial changes.
- Oversee acquisition of resources and materials as needed before and during projects by talking with customers, team members, managers, and in-house accountants and negotiating price and payment agreements with vendors.
- Support in communicating directly with customers
- Manage Dev Project schedule, workload and priorities, in line with the business priorities
- Support on Catch and Release on other projects, as and when required
- Align with the PMO Strategy
- Coordinate internal resources and third parties/vendors
- Manage several projects concurrently (multi-tasking)
- Ensure that all projects are delivered on-time, within the scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders
- Ensure resource availability and allocation
- Develop and maintain a detailed plan to track progress
- Provide a timeline and budget reports to Clients
- Manage key deliverables/tasks with internal team
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Manage operational activities, including user requests and system improvements
- A strong sound financial background in understanding project financials, costing, profitability and measuring project efficiencies and in-efficiencies

Desirable skills and experience

- Bachelor's degree in business management, or related tertiary qualification
- Extensive leadership experience and strong teaming abilities
- Excellent problem-solving skills
- Minimum three years management or administration experience, including development work and interactions with customer
- Minimum of 5 years proven Project administration and/or management experience within a corporate environment
- Proven proficiency in managing large, complex projects
- Evidence of managing complex cross-functional teams often involving external suppliers
- Sound business acumen with a strong customer service focus
- The ability to act independently when faced with complex situations Essential skills to be successful in this role
- Strong understanding of business change and risk management
- Strong organizational and planning skills
- Strong collaboration and team-building skills
- Excellent communication skills
- High level of influence and credibility
- Excellent analytical and problem-solving skills Experience and | or knowledge that will be to your advantage

Join our vibrant, creative and open-minded team. We invite you to apply by sending your CV or Resume, a motivation letter to us at careers@ttro.com We look forward to meeting you!

Only shortlisted candidates will be contacted.

Disclaimer: The candidate hereby consents to the collection and processing of the candidates Personal Information (as defined in the Protection of Personal Information Act 4 of 2013 as amended ("POPI") by the Company, for the purposes of securing and further facilitating the Candidate's consideration in the Company's recruitment process. The company reserves the right to not make an appointment.