



Job Description: Administrative Assistant

Job Summary:

The Administrative Assistant is responsible for providing comprehensive administrative support to the projects team, ensuring efficient project planning and execution. This role involves coordinating logistics, managing communication, maintaining project materials, and handling administrative tasks to facilitate successful projects.

Key Responsibilities:

1. Project Planning and Coordination:

- Assist in the development and implementation of project plans and timelines.
- Coordinate with departments for bookings and to secure necessary arrangements.
- Handle registrations, RSVPs, and attendee communications.
- Arrange travel and accommodation for speakers, staff, and participants as needed.

2. Logistics Management:

- Manage project logistics, including setup, breakdown, and in-person coordination.
- Organize and maintain inventory of project supplies, materials, and equipment.
- Prepare and distribute project materials, such as badges, agendas, and promotional items.

3. Administrative Support:

- Provide administrative support to the projects team, including scheduling meetings, preparing agendas, and taking minutes.
- Maintain project databases, contact lists, and records.
- Assist with post-project evaluations and reports.

4. Communication:

- Serve as a point of contact for project inquiries and communications.
- Draft and distribute project-related correspondence, such as invitations, reminders, and thank-you notes.
- Coordinate with internal departments to ensure alignment and support for projects.



5. Customer Service:

- Provide excellent customer service to project attendees, addressing inquiries and resolving issues promptly.
- Ensure a positive experience for all participants by maintaining a welcoming and professional demeanor.

Qualifications:

- Education: Bachelor's degree in Business Administration, or a related field preferred.
- Experience: Previous experience in project planning or administrative roles is highly desirable.
- Skills:
 - Strong organizational and time management skills.
 - Excellent communication and interpersonal abilities.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and project management software.
 - Ability to multitask and work under pressure in a fast-paced environment.
 - Attention to detail and problem-solving skills.
 - Ability to work both independently and as part of a team.

Additional Requirements:

- Flexibility to work evenings, weekends, and travel as required for projects.
- Knowledge of best practices.

Performance Metrics:

The performance of the Administrative Assistant for Projects will be evaluated based on the following Key Performance Indicators (KPIs):

- Project Execution Success: The ability to support the successful planning and execution of projects, including adherence to timelines and project objectives.
- Stakeholder Satisfaction: Feedback from project attendees, and internal stakeholders regarding the smooth coordination and overall success of the projects.
- Efficiency in Administrative Tasks: Timeliness and accuracy in completing administrative duties, such as scheduling, record-keeping, and communication.
- Problem-Solving Ability: Proactive identification and resolution of issues that arise during the project planning and execution process.



Professional Development:

The organization is committed to supporting the professional growth of the employees.

Opportunities for development may include:

- Training Programs: Access to training programs in project management, project coordination, and related fields to enhance skills and knowledge.
- Mentorship: Opportunities to work closely with senior project planners and project managers, gaining insights and guidance on career advancement.

Company Culture and Values:

Our organization is built on a foundation of collaboration, innovation, and respect. We value:

- Teamwork: We believe in the power of working together to achieve common goals. Our projects team thrives on collaboration, where every voice is heard and valued.
- Excellence: We are committed to delivering high-quality projects and services, continually striving for excellence in everything we do.
- Integrity: We operate with honesty and transparency, building trust with our clients, partners, and colleagues.
- Inclusivity: We foster an inclusive environment where diversity is celebrated, and everyone is encouraged to contribute their unique perspectives.

Diversity and Inclusion:

We are dedicated to creating a workplace that reflects the diversity of the communities we serve. We believe that a diverse and inclusive team drives innovation and success. We encourage applications from candidates of all backgrounds, regardless of race, ethnicity, gender, age, or disability. Our commitment to diversity and inclusion extends to all aspects of our work, ensuring that our projects are welcoming and accessible to all.