

Project Administrator

About Us:

Creating Communities is a multi-disciplinary social planning and community development consultancy.

At the heart of everything we do is our people.

Our team of community consultants, researchers, and designers work closely with communities to co-design solutions.

We are from all walks of life; we embrace diversity and strive to support each person to achieve their full potential.

The Role:

We are seeking a bright spark to join our team as a Project Administrator. This is a full-time role which plays a valuable part in supporting projects and being a key part of our Operations Team. This is a wonderful opportunity for someone seeking to learn more about projects, loves people and being in a supporting role.

Tasks include but are not limited to:

- Scheduling meetings and recording minutes
- Setup projects in Microsoft Teams
- Plan and deliver a range of events, workshops and activities
- Organize catering for meetings and events
- Manage the Equipment Register and Equipment Room
- Document preparation, formatting, and printing
- Prepare mail merges and mail outs
- Work judiciously with the projects team and liaise with clients when and if required
- Maintain Supplier Lists and Client Database
- Setup projects in Workflow Max (WFM)
- Assist in creating project purchase orders
- Prepare project reports

As a member of our team, it's integral you possess the following attributes:

- Collaborative – can work effectively with our diverse team and community stakeholders
- Highly Organised – able to manage a range of tasks at one time
- Flexible – can adapt to different tasks and project requirements
- Engaging – demonstrates great interpersonal and relationship building skills

- Solutions Focused – able to identify and address problems
- Passionate – about community and your work

About you...

- Enthusiastic and positive attitude
- Articulate and excellent interpersonal skills
- Effective organisation and time management skills
- Ability to work both independently and within a team
- Strong attention to detail
- 3+ years administration experience
- Experience in Microsoft Office applications is essential
- Experience working with events will be highly regarded
- Experience with Project Management software will be highly regarded

Requirements

- Immediate start
- Ability to work after hours and weekends to assist with events
- Drivers Licence & Vehicle
- Police Clearance (within 6 months)
- Working with Children card (or willingness to obtain)

Closing date for all applicants is Friday 2nd July 2021.