

# ADVERTISEMENT

## PROJECT ADMINISTRATOR

A vacancy exists in the Pretoria office for a Project Administrator in the PCM Sector to commence duties as soon as possible.

### MAIN RESPONSIBILITIES

- Review projects on a monthly basis focusing on project initiation, project planning, project profitability and work in progress evaluation
- Responsible for the reviewing, updating and tracking of project information including plan and scope changes
- Facilitate budget process input
- Give monthly feedback regarding forecasting, project debtors and creditors, project close-out to Sector Financial Manager and Project Managers
- Assist the Project Managers to maintain and update the financial plan / budget using previous project information
- Capture the project related financial information into Project Management System
- Responsible for all projects' monthly invoicing and invoicing schedules
- Ensure that the Quality Management System is adhered to at all times in relation to the project financial documentation
- Assist with the training of staff on the system so as to be competent users on VISION
- Complete ad hoc tasks delegated by the Sector Financial Manager

### MINIMUM QUALIFICATIONS

- B.Com Financial Management / Accounting
- Alternative relevant experience as a Financial Project Administrator
- Min of 3 years relevant experience
- Experience in a consulting engineering environment would be advantageous
- Understanding of the complexities of consulting engineering projects

### BEHAVIOURAL COMPETENCIES

- Proactive / self starter
- Accurate and detail orientated
- Ability to work well independently
- Drive towards continuous self assessment and self improvement
- Team player without need for continuous supervision
- Strong analytical focus
- Good interpersonal skills
- Excellent communication skills
- Ability to meet deadlines and handle pressure

Written applications supported by a CV should be submitted to:

**Chanelle Swartz**

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By: 20 July 2010



ENGINEERS AND ENVIRONMENTAL CONSULTANTS

