

# EMPLOYMENT ADVANCEMENT OPPORTUNITY

## Projects Administrator

Applications are invited from suitably qualified and experienced candidates for the above position reporting to the Projects Manager and based on Level 1 BSP Life Centre, Thomson Street, Suva.

### Job Summary

The Project Administrator will assist in the development, execution and evaluation of commercial, renovation and maintenance projects ensuring maximum returns whilst minimising risks for the shareholder and policyholder.

The Project Administrator will report to the Project Manager, the incumbent must use best practices in projects management to achieve the required returns whilst ensuring compliance to the Companies policies and procedures.

### Key Responsibilities

- The Project Administrator will report to the Project Manager.
- Assist in planning, coordinating, and executing projects from inception to completion.
- Assist in collaborating with the project stakeholders to develop project plans, including work breakdown structures, timelines, and resource allocations.
- Assist in coordinating with consultants, contractors, and suppliers to ensure timely delivery of materials and services and maintain strong working relationships.
- Assist in updating and tracking projects on Project Management Software in particular Procore.
- Assist to track the project budgeting process, including tracking expenses, preparing financial reports, and identifying cost-saving opportunities.
- Prepare comprehensive project documentation, updates, including meeting minutes, project reports, and contracts, while ensuring accuracy and confidentiality.
- Collaborate with internal departments to coordinate necessary permits, licenses, and regulatory compliance requirements and project payments.
- Assist in preparation of project updates, reports, presentations, etc.
- Assist in the management of project portfolios to ensure alignment with business objectives.
- Assist in preparation and maintaining project documentation, including reports, schedules, and risk registers.
- Organize and participate in project meetings, preparing agendas and minutes as required.
- Other duties - as delegated by Project Manager and Head of Assets Operations

### Knowledge, Skills, and Qualifications

Tertiary qualification in Architecture/Building Services Engineering /Structural Engineering /Construction Management

- Membership of an organisation/institution/association in relation to the built environment will be advantageous.
- Minimum 5-10 years' experience in a similar role and working on large projects with the like of greenfield developments, upgrades and general maintenance to existing assets.
- Strong analytical, problem-solving skills, strong communication and interpersonal skills.
- Ability to work in a team and collaborate with project stakeholders such as architects, civil engineers, structural engineers, services engineers, internal and external project managers, contractors, consultants, financial institutions, local and international clients, and others.
- Familiarity and understanding of industry practice, standards, acts, building codes, industry best practices, statutory authority regulations, and its requirements.
- Ability to task simultaneously and meet deadlines.
- Good understanding and familiarity standards, material specifications, and quality.
- Have high organisational skills and skilled in manage time efficiently to meet project deadlines and deliverables.
- Ability to identify, anticipate and mitigate risks to ensure project success
- Basic financial and accounting knowledge.
- Service MQR – minimum 12 months' service with current substantive position.

Please call the Peoples and Culture team via telephone number **331 7000** if you have any questions.

Applications close at **4pm on 6 March 2025**.