

Project Administrator

Purpose of the Role:

Reporting to the Project Manager this role requires a detail-oriented and customer-focused individual responsible for the development and documentation of delivery milestones and project tasks. You will actively participate in the co-ordination, facilitation and delivery of prioritized work across the Business.

Our dynamic environment is fast paced, using Agile and self-organizing principles in order for our teams to deliver the highest quality products.

Duties include, but not limited to:

- Documentation and Communication
 - Ensure quality documentation of all deliverables
 - Ensure clear and effective communication with Stakeholders
 - Minute Taking and follow through on Action items
 - Effectively co-ordinate effort to meet deadlines
 - Manage requirements and documentation and ensure they are stored in a central repository.
 - Ensure central repository has the latest updated information.
 - Update all logs and ensure effective communication of any changes.
- General:
 - Maintain awareness of broader context of assigned work
 - Understand the impact of the change within the broader context
 - Ensure a timely delivery of specific tasks

This job description is not intended to be an exhaustive list of responsibilities. The job holder may be required to complete any other reasonable duties in order to achieve business objectives.

Job Requirements:

- Ability to adjust to changed priorities in order to meet deadlines
- Ability to work effectively in a professional manner with technology staff, business stakeholders, end-users, management and others outside the organization
- Ability to be thorough and well organized
- Proficient with MS Office applications

Essential Criteria:

- 2+ years' experience in administrative, process mapping, co-ordination roles.
- 2+ years' experience in an IT industry

Desirable Criteria:

- Basic MS Visio Experience
- Experience in using Collaboration Tools

Person Specifications:

- Accountability and Execution
- Resilient
- Self-Starter
- Time management
- Adaptability / Flexibility
- Attention to detail
- Problem Solving
- Planning and Organizing
- Communication
- Team Orientation

How to Apply:

All applications need to be submitted via email to Melindat@digitalgamingcorp.com

Please ensure you have attached an updated copy of your CV and a motivation letter supporting your application.

- *Note this role is based in Cape Town, South Africa.*