



## Project Administrator

### Job Description

#### Basic function

The Project Administrator is primarily responsible for the timely completion MAP Retirement projects as assigned. The single most important aspect for success of a Project Administrator is pro-active, responsive communication with all internal colleagues. They must directly communicate with each colleague, Director or Senior Management utilizing Teams phone/virtual calls, other virtual options as they are presented, or email based on the preference. Active communication setting clear, explicit expectations with the team and/or project is an essential skill to meet and exceed project expectations.

A Project Administrator is a professional who organizes the necessary team members and specializes in facilitating, reporting, and analyzing projects under the supervision of a Project Manager/Manager. This position entails constant monitoring and control of all projects requiring great responsibility and proper time management because the job entails constant monitoring and control of all project variables. The Project Administrator's role is not only to ensure that the project is finished on time and on budget, but also may involve acquiring more projects.

#### Reporting relationships

- Reports directly to Chad Carroll
- May take direction from Senior Management

#### Authority

- Ensures all projects initiated are moving forward toward the deadlines set forth as they are assigned
- Leads the focus groups and/or teams to meet deadlines

#### Responsibility / accountability

- Coordinate with team members frequently for updates regarding the work in progress
- Monitor the progress of the project and acknowledge team suggestions
- Charged to ensure focus groups are on track with deadlines and tasks assigned are being met
- Initiate the project and work until the project is completed; may require hours outside of a normal workday/week
- May recommend additional projects or changes in deadlines of existing projects
- Discuss updates with Managing Partners, Senior Management and/or Directors



### **Principle duties**

- Assist project manager in all administration functions and processes
- Facilitate development of project plans and manage them from inception to completion
- Monitor all moving parts of the project keeping them synchronized and moving forward
- Prepare, organize, and distribute all necessary project materials
- Manage and maintain project timeline spreadsheet
- Document each project from start to finish, in clear and concise language
- Attend weekly Leadership Meeting to discuss the scope of upcoming projects
- Communicate status of projects using Project timeline in place

### **Ongoing Client Management Duties:**

- Host project meetings at least once a week with focus group and/or Directors
- Provide feedback, advice, project updates and encouragement to focus group members
- Manage deadlines and push the team to ensure timeliness
- Coordinate with other teams to meet project deadlines
- Increase Industry knowledge by attending webinars, virtual trainings, certifications and/or obtaining designations as presented by either Direct Manager, Managing Partner, or Senior Management Team

First and foremost, it is the responsibility of all team members to make sure that MAP clients and advisors are provided a high level of service and are satisfied with what is provided from our organization. Team members may regularly be asked to assist with items that may fall outside of their core responsibilities to meet and exceed service satisfaction.

The Project Administrator must be a good communicator, display a positive “can do” attitude, be patient, multi-task, and work well on both routine & non-routine activities. They must be an outstanding time manager, capable of working strategically and thinking through issues. They must be able to work independently, and as a team player.