





Project Administrator

 Join Our Growing Team – Be Part of Something Big!

 Location: Windhoek

 Company: Alensy Energy Solutions (Pty) Ltd

 Closing Date: 12 March 2025

We are expanding—and we want **YOU** to be part of our success story! As we take on bigger projects and grow our business, we are adding key roles to our team to support this growth. We are committed to excellence, safety, and providing top-tier solutions to our clients. We are currently seeking a Project Administrator to join our team and support the Project Manager in the successful delivery of projects. If you are looking for an exciting opportunity where your work makes a real impact, this is it!

Purpose of the Role

As a **Project Administrator**, you will play a crucial role in **supporting the Project Manager and project teams** with **administrative tasks** to ensure everything runs **smoothly and efficiently**.

Qualifications & Experience

Minimum Requirements:

- Previous experience in project administration or support roles.
- Strong organisational and time-management skills with the ability to multitask and prioritize effectively.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Strong attention to detail and ability to work under pressure.
- Ability to work effectively in a team environment and collaborate with diverse teams.

Preferred Requirements:

★ Prior experience in the **EPC, construction, or infrastructure sectors**.

★ Proficiency and experience in **Microsoft Projects**.

🎯 Key Deliverables & Functions

- Provide **administrative support to the Project Manager and project teams** to ensure **project timelines, budgets, and scope are adhered to**.
- Maintain and manage **project documentation**, including contracts, project plans, reports, and correspondence.
- Assist in the **coordination of project meetings**, taking minutes, and following up on **action items**.
- **Track project progress and provide timely reports** to stakeholders, ensuring accurate and up-to-date information is available.
- Support in procurement activities, **ensuring timely delivery of materials and services for projects**.
- **Maintain and update project schedules**, highlighting potential **risks and delays**.
- Organise and **coordinate project-related logistics, meetings, and site visits**.
- Ensure **compliance with company policies, quality standards, and safety regulations**.

✉️ **Apply now!** Send your CV with the subject **“Project Administrator – [Your Name]”** to hr@alensy.energy

If you have not been contacted within two weeks of the closing date, please consider your application unsuccessful.