

Controls Project Administrator

[Apply Now](#)

Company: SnaPhunt

Location: Argentina

Category: computer-and-mathematical

The Offer

Role involving team management opportunities

Great work culture

Opportunity to make a positive impact

The Job

You will be responsible for :

Working closely with Team Executives as well as other support functions to provide proactive and effective general administrative assistance across a diverse range of tasks.

Scheduling and coordinating meetings.

Making travel arrangements and preparing expense reports.

Providing other organisational support such as ordering supplies and equipment.

Managing contract negotiations and ensuring fulfillment of terms of vendor agreements and contracts.

Liaising with third-party suppliers and/or vendors.

Liaising with building management on any facilities related issues.

Managing and maintaining executives' schedules and appointments.

Arranging and coordinating meetings and events.

The Profile

You have at least 1 year experience within a Admin Assistant role, ideally within the Real Estate, Professional Services and Utilities industry.

You are organised and have good interpersonal skills.

You have good computer skills (MS Word, Excel, Powerpoint).

You have working knowledge of Estimating, Google Suite and Organized

You pay strong attention to detail and deliver work that is of a high standard

You possess strong analytical skills and are comfortable dealing with numerical data

You are highly goal driven and work well in fast paced environments

The Employer

Our client is a leading provider in optimizing legacy building management systems (BMS), our mission is to help buildings achieve maximum efficiency, sustainability, and occupant satisfaction.

[Apply Now](#)

Cross References and Citations:

1. Controls Project Administrator [Workjobs](#) [Jobs Argentina](#)[Workjobs](#) ↗
2. Controls Project Administrator [Searchnzjobs](#) [Jobs Argentina](#)[Searchnzjobs](#) ↗
3. Controls Project Administrator [Environmentaljobs](#) [Jobs Argentina](#)[Environmentaljobs](#) ↗
4. Controls Project Administrator [Vietnamjobs](#) [Jobs Argentina](#)[Vietnamjobs](#) ↗
5. Controls Project Administrator [Findremotejobs](#) [Jobs Argentina](#)[Findremotejobs](#) ↗

6. Controls Project Administrator SoftwaregiantcareersJobs Argentina Softwaregiantcareers ↗
7. Controls Project Administrator Venezuelajobs Jobs ArgentinaVenezuelajobs ↗
8. Controls Project Administrator Restaurantjobsnearme Jobs Argentina Restaurantjobsnearme ↗
9. Controls Project Administrator CarejobsJobs ArgentinaCarejobs ↗
10. Controls Project AdministratorGigajob Jobs ArgentinaGigajob ↗
11. Controls Project AdministratorDallasjobsJobs ArgentinaDallasjobs ↗
12. Controls Project AdministratorUkjobopportunitiesJobs Argentina Ukjobopportunities ↗
13. Controls Project AdministratorReceptionistjobsJobs ArgentinaReceptionistjobs ↗
14. Controls Project AdministratorFitnessjobs Jobs ArgentinaFitnessjobs ↗
15. Controls Project AdministratorDirectorjobs Jobs ArgentinaDirectorjobs ↗
16. Controls Project AdministratorDhakajobsJobs ArgentinaDhakajobs ↗
17. Controls Project AdministratorFederaljobs Jobs ArgentinaFederaljobs ↗
18. Controls Project AdministratorIndonesiajobs Jobs ArgentinaIndonesiajobs ↗
19. Controls project administrator Jobs Argentina ↗
20. AMP Version of Controls project administrator ↗
21. Controls project administrator Argentina Jobs ↗
22. Controls project administrator Jobs Argentina ↗
23. Controls project administrator Job Search ↗
24. Controls project administrator Search ↗
25. Controls project administrator Find Jobs ↗

Source:<https://ar.expertini.com/jobs/job/controls-project-administrator-argentina-snaphunt-890a934e7c/>

Generated on: 2024-05-01 by Expertini.Com