

Project Management Administrator

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Company: CONEXIONHR

Location: Buenos Aires

Category: other-general

We are seeking a highly organized and detail-oriented individual to join our dynamic tech team as a Project Management Administrator. This role is essential to the efficient functioning of our projects, as it involves tracking daily tasks, ensuring project quality, and utilizing project management tools to streamline processes. The ideal candidate will have a strong background in project management, exceptional organizational skills, and the ability to work closely with the tech team to facilitate smooth project workflows.

Responsibilities:

- Monitor and track the progress of daily tasks, ensuring that timelines are met and dependencies are managed effectively.
- Collaborate with team members to gather updates on project status and adjust schedules as necessary.
- Communicate project status, issues, and resolutions clearly and promptly to relevant parties.
- Utilize project management tools to organize tasks, track progress, and manage project resources efficiently.
- Provide training and support to team members on project management tools and best practices.
- Offer administrative support to the tech team, assisting with scheduling, resource allocation, and other tasks as needed.

Qualifications:

- Proven experience in project management, with a focus on task tracking, quality assurance, and documentation.

- Familiarity with project management tools such as Jira, Trello, Asana, or similar platforms.
- Strong communication and interpersonal skills.
- Problem-solving mindset and a proactive approach to project management challenges.

Education and experience:

- Bachelor's degree in a related field (e.g., Business Administration, Project Management) preferred.
- Previous experience in an administrative or project management role is highly desirable.

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