RARE ENTRY LEVEL PROJECT ADMINISTRATOR

Posting ID: EM18501440  
Company: Fiala Project Resources  
Position Type: Full-Time  
College Major(s): Electrical/Computer Engineering (EE/CpE), Computer Science (CS)

Company Website: http://www.fialapr.com  
Work Location: Las Vegas, NV  
Salary: $20/hr  
College Level(s): Graduate Student

OVERVIEW

Rare entry level Project Administrator position for those looking to begin a career in Project Management.

Roles and Responsibilities
Basic Skills & Activities
Project Intake
- Act as the initial point of contact to EPMO customers
- Work with various departments that would like to submit a Project Brief to request EPMO assistance with a project
- Liaise with stakeholders to identify and define requirements, scope, and objectives
Support EPMO Staff
- Coordinate EPMO activities, resources, equipment and information
- Assist in the organization of comprehensive project documentation on the EPMO SharePoint site
- Documenting and following up on important actions and decisions from EPMO meetings
- Providing administrative support as needed
- Work with the Project Managers to eliminate blockers
- Assist with on-boarding of EPMO staff

Project Support
- Undertaking project tasks as required.
- Assist Business Analysts in collecting requirements

People & Time Forecasting
- Update EPMO Master Projects Calendar monthly

Requirements
- 1-3 years experience in related field.
- Exceptional verbal, written and presentation skills
- Strong client-facing and teamwork skills
- Ability to work effectively both independently and as part of a team
- Proven work experience as a Project Coordinator or similar role
- Knowledge of accounting

Marian Mason | Internship & Career Services Coordinator | coecareer@unlv.edu | https://unlv.edu/engineering/jobs
UNLV, Howard R. Hughes College of Engineering
• Experience in project management, from conception to delivery
• Ability to prepare and interpret flow charts, schedules, and step-by-step action plans
• Solid organizational skills, including multitasking and time-management
• Strong working knowledge of Microsoft Word, Excel, PowerPoint, Outlook and SharePoint
• Ability to work on tight deadlines

Education and Qualifications
• You should have finished your degree or be very close to finishing so that you are available 40 hours/week (8-5).
• Experience with IS/IT projects is a big plus.
• Exposure to PMI PMBOK is a big plus.

Preferred Skills
Office, Visio, Powerpoint, MS Project

How to Apply
Email peterf@fialapr.com ASAP!