



SETTLERS PARK RETIREMENT VILLAGE – PORT ALFRED - CAREER OPPORTUNITY - PROJECT ADMINISTRATOR – FACILITIES DEPARTMENT

ANNIVERSARY

An exciting permanent career opportunity is available for a Project Administrator to join our Facilities Department. The successful candidate will provide administrative and cost management support. This role is ideal for a dedicated, proactive and dependable individual who demonstrates integrity and honesty and is able to thrive in a professional multidisciplinary team within our Retirement Village environment.

KEY DUTIES AND RESPONSIBILITIES

- Provide comprehensive administrative support for refurbishment, maintenance, and building projects within the Facilities Department.
- Coordinate project schedules, meetings, site activities, correspondence, and site documentation.
- Maintain accurate project records, reports, filing systems, and documentation control.
- Assist with procurement administration, including obtaining quotations, purchase orders, contractor documentation and delivery follow-up.
- Monitor project progress and follow up on outstanding actions to support project timelines.
- Coordinate contractor documentation, and ensure compliance with project requirements.
- Prepare project reports, progress updates, and management information.
- Maintain project budget records, cost tracking and project documentation.
- Ensure compliance with organisational policies, procedures, and health and safety requirements.
- Provide administrative coordination and day-to-day support to the Project Manager and project team.
- Maintain the confidentiality of organisational information and project documentation.
- Identify and promptly report project delays, risk and outstanding actions to support effective project delivery.

EXPERIENCE & QUALIFICATIONS

- Minimum grade 12 (Matric), A formal Project Management or similar tertiary qualification will be advantageous.
- Minimum 3 years' experience in project administration, construction administration, or related role.
- Advanced proficiency in Microsoft Office (Word, Excel, Outlook and Teams).
- Proven experience coordinating multiple projects and contractors.
- Working knowledge of project management software/programmes is essential (e.g. Microsoft Project, Monday.com, Asana, Trello, Primavera P6, or similar).
- Strong administrative, organisational, and numerical skills.
- Experience with procurement, quotations, contractor administration and budget control.
- Excellent communication, interpersonal abilities, work independently as well as within a team.
- Ability to maintain confidentiality and exercise discretion when handling organisational information.
- Valid driver's license will be advantageous.

REMUNERATION

- Market related
- E-mail CV to: hr@settlerspark.co.za
Deadline for applications: 11 August 2026
- **Only shortlisted candidates will be contacted.**