

Job description

Brief Company Description

We are a specialist art management company, growing in the niche area of servicing clients with large art collections.

We have a range of exciting clients, with a variety of dynamic work that requires a high level of attention to detail to satisfy client's and managements requests. The work environment is very relaxed and allows for a lot of flexibility.

This job will best be suited for someone who is an operational thinker, and who has the ability to focus on linear steps in order to achieve the end result.

We are looking for a young, energetic, well- spoken and professional Project Manager or Project administrator (working toward a Project Management Role).

The role will provide a great opportunity for professional growth and skills development. There will exposure to big corporate clients. Opportunity to be actively involved in the growth of the company and take on a senior manager position in the near future.

Experience, qualities and attributes the ideal candidate should bring:

- **Tertiary qualification (preferably completed Bcom or similar (but will consider those studying toward completion)) with a minimum of three years project administrator working experience**
- **Good communication skills- both written and spoken**
- **Advanced excel skills – e.g: using VLookups, Pivot tables, and IF Functions**
- **Working well under pressure and fast paced environment**
- **Comfort with supervision of others**
- **Confidence in engaging with senior management**
- PMBOK certification will be an advantage
- An appreciation and interest for arts and collectibles.
- Ability to follow detailed instructions
- Computer skills- must be comfortable navigating a variety of online platforms
- Discipline- candidate will be working on their own most of the time
- Flexibility- candidate must be able to multitask and work from different locations
- Previous experience on Asana will be an advantage
- Own laptop and transportation

- IT Savvy
- Quick learner
- Ability to follow detailed instructions
- Independence, Discipline, Responsible- candidate will be working on their own most of the time
- Take initiative
- Flexibility- candidate must be able to multitask and work from different locations
- Previous experience on Asana, WAVE or ZERO, Slack will be an advantage
- Own laptop and transportation
- Good English written and spoken

Main Responsibilities:

- Stock count organisation and execution
- Performing recons
- Creating work in project tool from start to finish with continuous updates
- Data capturing
- Getting up to speed on existing projects and running with them
- Defining and capturing processes for new projects from start to finish
- Providing clients with ongoing project updates and timelines
- Responding and solving client problems/queries and needs timeously and professionally, telephonically and via email within professional timeframes and company policies.
- Overseeing office staff day to day work and managing projects in line with project timelines and targets
- Project cost estimations and spending tracking
- Organising and attending meetings, preparing minutes, and post meeting follow ups
- Arrange conference calls, using Skype/ ZOOM etc.
- Proje project information and reporting to directors on a weekly basis or as and when required
- Maintaining office systems, organising and maintaining files standards.
- Attend to any other ad-hoc activities required by the company as instructed by the manager.

- Dealing with billing and company accounts