



Rythmus Foundation

Job Description

Position Title:	Project Administrator
Key Responsibility:	- Assist in project planning, execution, and monitoring to ensure timely delivery. - Coordinate project meetings, workshops, and events with internal and external stakeholders. - Maintain and organize all project documentation, records, and reports. - Prepare progress reports and updates for donors and management. - Manage project logistics including travel, procurement, and event arrangements. - Monitor project expenses and support budget tracking and reporting. - Serve as communication liaison between project teams and stakeholders. - Ensure compliance with organizational policies and donor requirements. - Provide general administrative support to the project team. - Maintain project databases and filing systems.
Essential Skills	- Organizational & Multitasking Abilities - Communication & Coordination Skills - Documentation & Reporting Proficiency - Basic Financial & Budget Management - Microsoft Office Suite Mastery - Problem-Solving & Detail-Oriented Approach - Time Management & Prioritization - Team Collaboration & Interpersonal Skills
Location	Remote
Qualification	Any Graduate / B.Com / M.Com, Any Other relevant degree
Exp. Required	03 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote