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HIRING | **TEAM**

PROJECT ASSISTANT INTERN

The project assistant Intern will work collaboratively with our team on 88 Nairobi Condominium Project. In this role, you will oversee tasks delegated to you by the Head of Project Management / Project Director, coordinate with all necessary contractors, consultants and service providers. You will need to be highly organized, adaptable, and able to prioritize tasks while working independently to grow to a better position.

Responsibilities

- Work collaboratively with the whole project team, contributing to the entire project lifecycle.
- Organize and monitor schedules and see that deadlines are met.
- Coordinate efforts with the Head of Project Management/Project Director and with outside contractors, consultants efficiently.
- Report updates verbally and in written form to the project director.
- Complete any necessary administrative tasks, such as research.
- Demonstrate commitment to the client needs and confidentiality continuously.
- Perform other duties as allocated by direct supervisor.
- Cover-up for the director by seeing to it that all aspects of a project are dully attended to and completed at the right time, regardless of challenges that may be encountered.
- Carry out administrative duties by collecting data, sorting, filing and sending out project files to the right personnel, workers, and stakeholders.
- Supervising projects in progress and ensures that all issues related to the projects are clarified and completed to avoid confusion and interruption during execution of projects.
- Keep records of all project items, and sees to it that they are adequately delivered to the various departments as directed by the project director.
- Handle any logistics related to the project.
- Make arrangements for meetings, presentations, seminars and trainings being organized and call the attention of the director to them where and when they are needed.
- Attends meetings with the director and pays apt attention throughout to get details of items discussed at the meeting and run them by the director when needed.
- Evaluate the nature and condition of projects and make useful suggestions to the director on the best practices and strategies to apply in project execution.

Requirements:

- Exceptional communication and interpersonal skills
- Keen attention to detail and an aptitude for problem solving skills.
- Able to proactively address potential issues
- Collaborative working style and team-player attitude
- Positive and encouraging personality
- Able to work independently with little supervision
- Highly motivated with a strong work ethic
- Reliable, trustworthy, and committed to team's success
- Outstanding organizational skills and ability to prioritize tasks
- Able to thrive in a high-volume, deadline-driven work environment

Education Qualifications:

Degree In Civil Engineering.

- Experience in concrete and finishing works an added advantage (preferably with high rise buildings)
- Experience and knowledge of Autocad, MS Excel and other related softwares.

We are an equal opportunity employer and we value diversity at our company. If you meet the above requirements and qualifications, please send your resume to Recruitment@lordshipafrica.com on or before 5pm 23rd June 2019.

We are only recruiting for the position above, do not send applications for other positions. Keep checking our website for openings.

CONTACT US:

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