Adapt IT Vacancy

Quality Control Administrator

Location: JHB
Business Unit: Energy

Role Description:

Adapt IT is seeking an experienced Quality Control Administrator to join their Energy Team in Johannesburg.
The purpose of this role is to ensure quality assurance checks on processed and captured information in the division's project management tool are accurate, and to ensure data integrity is maintained.

Role Requirements:

- To ensure quality control of all project documentation.
- Assisting the PMO Team in providing support and administrative duties for the PMO Office
- Monitor systems/tools and ensuring governance is adhered to and that reporting is actioned by Project Managers
- Monitor administrative activities including maintaining the documents on PMO SharePoint site, Sciforma tool
- Maintain accuracy of the PMO tool
- Support the Project Accountant with Project Health Checks making sure all documents are uploaded and the quality of information is checked.
- Act as a reference point for queries and information and be an advocate for project best practice
- Maintain processes to ensure project management documentation, reports and plans are
- accurate and complete
- Proven track record of displaying meticulous attention to detail

Education, Qualification and Experience

- Matric.
- IT Degree / Diploma
- MS Office Suite
- Systems Orientated (be able to update, capture and monitor data)
- 1 – 3 years relevant working experience
- Relevant Technical and Professional exposure
- Experience in IT/ IS or Consulting project environment

Adapt IT is committed to successfully implementing employment equity initiatives that actively promote our Broad-Based Black Economic Empowerment (B-BBEE) policy.

Contact Person: Absai Gama
Apply Here: HTTPS://WWW.DITTOJOBS.COM/JOBS/VIEW/4214474278
Vacancy Status: Open