



The technical administrator provides crucial administrative and technical support to ensure the smooth operation of technical and engineering teams.

Key responsibilities include:

- Administrative Support: Manage technical documentation, organize meetings, and schedule training sessions.
- Data Management: Maintain accurate technical records and monitor project progress using databases.
- Project Coordination: assist in planning and communication among vendors, suppliers, and team members.
- Compliance and Standards: Ensure adherence to safety and regulatory standards, facilitating audits with up-to-date records.
- Support for Technical Teams: Liaison between teams and departments, aiding in troubleshooting and process improvement initiatives.

Education:

- Bachelor's degree in Business Administration, Engineering, IT, or a related field.
- Technical certifications (e.g., ITIL, PMP) are a plus.



Experience:

- Mid-level: 3-5 years in technical or engineering roles.

Skills:

- Technical Proficiency:
  - Knowledge of software like AutoCAD, ERP systems, or CMMS.
  - Ability to interpret technical documents.
- Organizational Skills:
  - Strong multitasking and prioritization in fast-paced environments.
  - Detail-oriented with excellent record-keeping.
- Communication Skills:
  - Effective verbal and written communication with diverse stakeholders.
  - Ability to create clear reports and presentations.
- Problem-Solving Skills:
  - Analytical thinking for administrative or technical issues.
  - A proactive approach to process improvement.
- Collaboration:
  - Team-oriented with cross-department coordination skills.
  - Strong interpersonal skills for relationship building.
- Preferred Qualifications:\*\*
  - Experience in manufacturing, construction, IT, or energy sectors.
  - Advanced proficiency in MS Office Suite, project management tools, or database software.

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