



JOB DESCRIPTION

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JOB TITLE	Project Administrator – PMO	DEPARTMENT	PMO
	CORE TITLE DEPT. SPECIFIC		
INCUMBENT NAME		DATE PREPARED	22/10/09
N/A			

Working at WireIE is exciting and challenging. We are a global company with offices in Toronto and Barbados, and work throughout the Americas. We believe in Corporate Social Responsibility and give back to the communities we work in, helping to bridge the digital divide.

We use our in-depth knowledge and unique expertise to plan, design, build and manage network transformations and network extensions. We take legacy mobile networks, fixed networks, utility and municipal networks and transform them into Next Generation IP networks:

- Core network, backhaul and radio access
- Eco-friendly and carbon offsetting solutions
- Legacy Technology Retirement solutions
- Vendor and technology agnostic

We work with the best of the best from various disciplines and backgrounds. We believe in diversity, and we're proud of our energetic team members. Our "just get it done" attitude keeps everyone motivated and makes for a truly dynamic and fun working atmosphere.

Come be a part of something exciting – join the WireIE team!

COMPANY DESCRIPTION

WireIE Holdings International Inc. is a fast paced global provider of IP based broadband wireless network solutions. These solutions scale from large urban, regional and national networks to campus and enterprise networks.

We are looking for unique expertise in wireless/IP integration, WireIE offers a whole product solution in support of many wireless technologies including but not limited to WiMAX, Wi-Fi and UMTS. In addition, WireIE has in-depth knowledge and experience in the design and deployment of IP based point-to-point and point-to-multipoint microwave networks. Integration of legacy TDM microwave systems within IP based microwave platforms is also well within WireIE's capabilities.

With an extensive background in the engineering and deployment of various IP based voice and multimedia applications, WireIE is well positioned to integrate a rich feature set into a wireless network solution.

WireIE's services cover the entire life cycle of a wireless network deployment, including: site acquisition, core network and radio frequency network design, civil engineering, along with furnishing and installation of equipment and materials. Once in production, WireIE offers ongoing network monitoring.

WireIE is vendor agnostic. This allows the company to focus on addressing client requirements without being constrained by the limitations of a given product line.

Wherever applicable, WireIE uses its alternative energy technology to power network elements. Using the very latest in solar, wind and electrical storage technology, WireIE's alternative energy solution ensures a low to no operational carbon footprint, while at the same time reducing the client's energy consumption costs.



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JOB PURPOSE

On behalf of WireE, the project administrator is responsible for owning the project management processes. This includes understanding project goals, deadlines, and financial boundaries so they can best allocate resources, benchmarking, scheduling project deadlines, and general coordination.

The Project Administrator job varies based on the functional requirements of the engagement. This job has general administrative responsibilities, but may also require a focus on a particular area, such as finance or reporting. The Project Administrator may provide support to all people at the project, as determined by the engagement Lead.

The project administrator will report directly to the PMO Director.

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KEY JOB FUNCTIONS

- Reporting directly to the Director PMO, you will support Project Managers.
- Provide administrative support and assist PM's with paperwork, billing and change orders.
- Act as central information source by maintaining and distributing project details e.g. Contact details/organization charts and contractual details.
- Research, compile, process and coordinate project data e.g. Data entry, report generation, metrics collection.
- Assist PM's with monitoring tasks during the project implementation phase.
- Prepare correspondence, reports, and high quality presentations.
- Work with Financial Controller and Account Management teams to develop and maintain the account policy and procedures.
- Ensure accuracy of all paperwork and change orders.
- Responsible for the preparation, coordination, analysis and tracking of: Client invoices and Variances.
- Ensure team members follow defined processes.
- Assist PMO Director to follow up on Business Development action items.
- Follow up with project team members on open issue logs and unresolved project tasks.
- Coordinate training activities for the project team; Coordinate with other support teams relating to business activity.
- Inform team on project status and updates.

BASIC SKILL LEVEL REQUIREMENTS

- Proven ability to work independently and as a team member.
- Excellent organizational skills.
- Excellent oral and written communication skills.
- Strong attention to detail.



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- Excellent customer service orientation.
- Advanced computer skills - Word / Excel / PowerPoint / Visio.
- Ability to manage own workload and set priorities with little supervision.
- Ability to multi-task, manage time effectively and handle tight deadlines.
- Ability to function effectively in stressful situations/circumstances.
- Ability and desire to learn new skills.
- Can work in a close team environment / strong team player.
- Ensure quality, timeliness and results meet executive's expectations.
- Flexibility and adaptability.
- Pro-active approach.

DECISION MAKING & AUTHORITY

Decision Making And Authority

Project Specific - TBD

Decisions Made By Others Or Governed By Policies & Procedures



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WORK RELATIONSHIPS

	<u>MOST FREQUENT CONTACTS</u>	<u>NATURE/PURPOSE OF CONTACT</u>
INTERNAL	<ul style="list-style-type: none"> WireE Project Management Office 	Interface with Project Management Interface with Functional Managers
OUTSIDE THE COMPANY	<ul style="list-style-type: none"> Clients Vendors Subcontractors 	Confirmation of project status and objectives

ORGANIZATION STRUCTURE



