

## **Administrative Assistant**

As a growing software development agency, we are looking to expand our project management team. This position will perform the administrative functions necessary to properly manage multiple projects at the same time.

The administrative duties can be broken down into the following responsibilities:

### **Assisting with Scrum**

Every team member on a project meets for a daily scrum (a short meeting where team members provide updates and discuss possible blockers). You will be expected to attend scrum and take any necessary notes throughout the meeting. If further meetings need to be scheduled as a result, you will be expected to set them up. You will also be expected to capture any tasks that come out of that meeting and turn them into tickets (enter them into our project management software).

### **Tracking Progress**

Every contributor on the team is responsible for tracking the time spent working on the project. Every week, you will be responsible for ensuring that the time was tracked properly, and alerting the Product Manager if the total time gets close to the weekly limit.

At Infuse, we use Jira as our project management software. As described above, you would be in charge of creating tickets. These would come as a result of a meeting or a high level spec provided by your Product Manager.

As the engineers are developing the project, they will move their tickets on the Jira board. You will be expected to notice if tickets are not moving across the board accordingly, and depending on the situation, either notify the Engineer or the Product Manager.

Once the engineer moves their ticket to "In Review", you will be expected to test the application, as described below.

### **Testing & QA**

As the Engineers are developing the website or application, we need a way to verify that the functionality works as expected throughout the process. Every feature that we work on gets verified before it gets released. You would be expected to verify the functionality after it is built, as well as test the general functionality of the app before each release. Each project will run its own test suite, which you would be responsible for after adequate training.

### **Stakeholder Liaison**

In order to keep close communication with our clients, we provide weekly project updates. You would be in charge of sending these updates, which would include new features to date, as well as timeline expectations.

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**Qualifications:**

- Organized
- Dependable
- Tech savvy
- Team player
- Strong written and verbal communication skills
- Ability to perform multiple, detailed-oriented tasks with overlapping deadlines
- Ability to receive constructive feedback

**PLUS but not required:**

Experience with: Jira, Google Docs Suite, Software development lifecycle, Agile methodology