



**S I M S O N
M A X W E L L**

PROJECT ADMINISTRATOR

Job Description & Responsibilities

Simson Maxwell was established in 1941 and is a leading name in the distribution of industrial engines, and the manufacture, sales and service of standby and prime power generator set systems. Simson Maxwell is internationally recognized in the power generation industry for its expertise in the custom design, engineering, sales and service of quality power generation sets and electrical control equipment under the Simmax brand name. See www.simson-maxwell.com for additional information.

POSITION OVERVIEW:

The Project Administrator will provide support to the packaging services team

EFFECTIVE DATE:

TERMS:

- Permanent, Full Time Salaried
 - Vacation entitlement: In accordance with Simson Maxwell's "Human Resources Policies & Procedures." (Vacation time cannot be taken during probationary period.)
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RELATIONSHIPS:

The Project Administrator of Simson Maxwell will develop and maintain good business and/or working relationships with the following:

- Customers
- Suppliers and sub-contractors
- Project Managers, Packaging Services Manager
- Other Simson Maxwell Staff

More specifically:

SUPERVISOR: Packaging Services Manager



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RESPONSIBILITIES

- Monthly reports (work orders, serial numbers, project tracking) for Packaging Services Manager
- Attend project kickoff meeting
- Create cost to complete record following kickoff meeting
- Create Job File
- Create Cover Sheets
- Nav work related to project set up
- Open work order
- Initiate & select vendor quotes
- Provide Engineering documentation administrative support
- Create vendor purchase orders from sales quotes or Project Managers
- Send & Keep record of purchase orders to vendors
- Process vendor invoices
- Receiving of serial number and purchase orders related to Project Manager's projects.
- Update cost to complete spreadsheet
- Generate project packing slips & arrange for shipping
- Track the status of deliverables
- Help to maintain filing system within project folders
- Print 2nd copy and subsequent manuals following PM 1st copy and project file closing
- Project Manager direct administrative support in project turnover documents
- Arrange special transportation where required (cranes etc.)
- Participate in workplace OHS & conduct safety/toolbox meeting minutes
- Order project shop & safety supplies for Packaging Services department