Branch Administrator – Ottawa
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.

Overview:

The Branch Administrator role is a Ottawa, ON branch based, full time permanent position. The incumbent will interact with customers/clients, staff and the corporate office. This position reports to the Director, Service Operations and will work closely with the VP of Sales.

Key Responsibilities

Branch Related:

- Reception Duties – telephone and customer greeting for Ottawa Branch
- Petty Cash record keeping and reconciliation
- Expense Coding and Submittal (fuel receipts, Visa expenses, etc.) for all departments
- Fax and Mail Distribution
- Monthly Safety and Administration Report
- Vendor Invoice processing
- Freight Processing
- Mailing out customer invoices/statements and cheques
- Time Management Entry / Attendance Calendar Maintenance
- Assist techs with holiday requests, benefit forms etc.
- Ensure business license is up to date
- Filing
- Assist in Parts Department as needed
- Provide vacation relief in Parts Department as needed
- Other duties as assigned.

Additional:

- Social Committee chair - Special Event Planning – Christmas Parties / BBQs etc.

Preventative Maintenance/Service

- Take customer calls
- Schedule/delegate service jobs to technicians
- Generate PM/Service work orders
- Issue service purchase orders
- Cost reports / invoicing
- Work on open work order report (comment and close old workorders).

Safety Specific

- Update health and safety boards
- Ensure all new employees receive safety orientation and required safety training
- Act as the branch safety representative and hold Joint Health and Safety Committee meetings
- Send monthly safety statistics to the Director of Safety, Fleet & Systems.

Attributes:

- Self starter with ability to work well on own and as part of a team
- Adaptable & confident- able to maintain a constructive & positive attitude when dealing with complex controls problems on site
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
- Able to effectively communicate both verbally and in writing
- Able to work well under pressure
- Strong attention to detail
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

Our Employee Core Values

- **Fun**
- **Flexible**
- **Team Oriented**
- **Customer Focused**
- **Be Respectful**

Simson Maxwell offers an excellent remuneration and a comprehensive benefits package. Please complete the on-line application form and attach a resume with a covering letter in the Simson Maxwell Careers section.

Deadline for Submission – Open until filled.