

Selas Fluid Processing Corporation

Job Specification

Job Title:	Engineering Assistant
Reports to: (Position):	Director of Engineering
Last Updated:	May 2010

Position Summary

The Engineering Assistant is responsible to ensure efficient, cooperative and timely completion of all administrative duties in support of the Engineering department.

Key Areas of Responsibility

- Document copying and scanning, as well as archival filing of Company, Vendor and Client drawings and documents
- Ensure that all documents handled are returned to and stored in the appropriate file locations (database or file server)
- Switchboard / reception desk relief duties (approximately 15-18 hours per week)
- Distribute incoming mail and courier packages, inter-departmental mail, faxes, etc.
- Prepare outgoing department mail, courier packages, etc.
- Monitor and maintain supplies for the Engineering and Projects departments
- Monitor and maintain equipment supplies (e.g. copiers, faxes, printers)
- Arrange coffee service and snacks / lunches / dinners for visitors and meetings
- Create and maintain spreadsheets and databases for Client and Vendor drawings, etc. as may be required from time to time by Engineers and Project Managers
- Assist with assembly of project Operating & Maintenance Manuals (O&M's)
- Coordination of complex travel arrangements for Engineering staff
- Maintain engineering library in a clean, orderly condition
- Assistance with other special projects as assigned
- Perform other activities and duties as may be assigned from time to time

Required Skills

- Ability to interact effectively with diverse staff at all levels of the organization
- Proficient computer skills (MS Word, MS Excel, Lotus Notes, Documentum)
- Excellent written and verbal communication skills
- Ability to manage multiple priorities, frequently under tight deadlines
- Ability to work independently without close supervision

Education/Experience

- High School Diploma or equivalent
- At least 3 years experience in an administrative role in a technical environment