



Project Administrator (Sales Administrator)

Division Description:

ITW EU Metal Fasteners serves all the main European OEMs (Renault, VW, PSA, BMW, Daimler, Ford, Audi and FIAT) and their suppliers with Metal fasteners (Stamped & Cold headed) totaling approximately \$110M in revenues. Units include: Mikalor in Spain and Rivex in France. The division drives profitability by leveraging ITW business model and its innovative solutions. In addition to ITW's industry leading research and development capabilities, ITW EU Metal Fasteners enhance our customers' competitive advantage by

- Building advanced engineering and manufacturing facilities
- Exchanging product, process and benchmarking information with sister units worldwide
- Continually improving processes, material and designs to ensure every product exceeds customer specifications while providing unparalleled value

Position Summary:

The Project Administrator will report to a Sales Manager and will be **responsible of Project and Sales administration.**

Responsibilities:

Short term

- Project administration, give support to the Project Administrator.
- Project administration, organize Project Activities accordingly with AM (Account Manager).
- Support engineering department related with suppliers' orders.
- Prepare shipment for samples and prototypes.
- Receive RFQ and distribute to PM concerned.

Long Term (Supported by the PA & formation)

- Manage references, prices, and orders in the internal data base (ERP) and system.
- Keep updated all the customer data in internal data base. (ERP)
- Keep inform Sales organization about any divergence with agreements.
- Have a contact to the customer in logistical and offers. Follow up for serial parts for OEM and Tiers
- Administrate portals of main customer.
- Prepare and send the Long Terms Supplier Declaration of origin for all export.
- Receive RFQ and distribute to PM concerned.
- Introduce information of offer in Sales Data base, write the offer and send to customer.
- Make invoices for prototypes and tooling paid by customer and follow up the process of payment.
- Support Customer Service department for incidences with internal data base or EDI system.
- Support Finance and Quality Department with payment issues.
- Support engineering department related with suppliers' orders.



Position Skills and Experience Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Good knowledge Office 360.
- High level of accuracy.
- Good relationship skills.
- Personally, driven and motivates others to excel.
- 80/20 mindset.
- Cultural awareness and ease.
- Fluency in **English and Spanish**, French is a plus.

Work Environment:

The position is based in Mikalor facility in the Barcelona area.

ITW is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, marital status, sexual orientation, race, color, religion, national origin, disability, age, political views, or any other characteristic.