



### Project Administrator Trainee (Sales Support)

#### Division Description:

ITW (NYSE: ITW) is a Fortune 200 global **multi-industrial manufacturing leader** with revenues totaling **\$16 billion in 2022**. The company's seven industry-leading segments leverage the unique ITW Business Model to drive solid growth with best-in-class margins and returns in markets where highly innovative, customer-focused solutions are required. ITW's approximately 50,000 employees in more than 57 countries around the world thrive in the company's decentralized and entrepreneurial culture.

Within ITW automotive segment - ITW EU Metal Fasteners division serves all the main European OEMs (Renault, VW, PSA, BMW, Mercedes, Ford, Audi, and FIAT) and their tier suppliers with Metal fasteners (Stamped & Cold headed) totaling approximately **\$140M** in revenues. Units include: ITW Metal Fasteners in Spain, Rivex in France, and Shakeproof in Germany. The division drives profitability by leveraging ITW business model and its innovative solutions.

#### Position Summary:

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

#### Responsibilities:

##### Short term

- Project administration trainee, give support to the Project Administrator.
- Project administration trainee, 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:**

- 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.
- It is essential that the student's educational institution is capable of coordinating an internship agreement with our organization.

### **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.