



**SIMSON
MAXWELL**

Title: **BRANCH 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 branch administrator is to provide front office support and maintain the administrative operations of the branch on a daily basis.

EFFECTIVE DATE:

TERMS:

- Permanent, Full-Time, Salaried
 - Monday - Friday, 8:00 am – 4:30, 1hr lunch break
 - 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 Branch Administrator of Simson Maxwell will develop and maintain good business and/or working relationships with the following:

- Internal Customers and Suppliers
- External Customers and Suppliers
- Safety and Administration Manager
- Other Simson Maxwell Staff

More specifically:

SUPERVISOR: Safety Manager
SUPERVISES: None

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PRIMARY RESPONSIBILITIES:

Administration

- Phone Coverage for Edmonton, Calgary and Port Coquitlam locations

Calgary Branch Administration

- Time Management / Payroll (vacation calendar, attendance calendar, etc.)
- Petty Cash reconciliation
- Organize boardroom meetings and arrange catering
- Ensure business licenses are up-to-date
- Expense Coding and Submittal (i.e. Fuel receipts, Visa expenses, Employee expenses etc)
- Social Committee Event Planning (Christmas Party, monthly lunches etc)
- Daily Branch Bank Deposit
- Fax and Mail Distribution
- Monthly Reports (Compiling information for Administration and Safety reports)
- Freight and Brokerage Invoice keying (FedEx, Kuehne and Nagel, etc)
- Vendor Invoice keying
- Maintaining the condition of the office and making arrangements for any necessary repairs and services
- Being a point of contact for customers coming into the branch and directing them to the right department
- Other duties are required by Safety Manager

Sales Coordination Calgary Branch

- Sales Order Invoicing
- Opening and closing internal sales work orders
- Sales and Commission reports submittal



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ACKNOWLEDGEMENT:

I have read, understood, and accept the responsibilities and accountabilities related to this job description.

Employee's Signature

Employee's Printed Name

Date Signed

Manager's Signature

Manager's Printed Name

Date Signed