



# Example of Project Technician Job Description

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Our company is growing rapidly and is looking for a project technician. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for project technician

- Provide specific analytical, problem solving or organisational support for Client Accounting
- Investigate and establish the scope and nature of identified issues and develop, co-ordinate, manage and deliver solutions as necessary
- Deliver specified transition requirements following the acquisition of new contracts to ensure successful and seamless integration of the operation
- Project manage elements of Client Accounting projects and specified elements of other projects, co-ordinating the work of other Client Accounting staff and carrying out the necessary progress chasing and reporting
- Prepare commissioning plans and submittals per engineering standards, ensuring commitment dates are met
- Assign and submit Lenel part numbers and pricing (using defined pricing models) to supplier part numbers in Oracle
- Update quotes in the system and notify requestor
- Monitor and review inflow of requests and special orders from Inside Sales, Regional Sales Managers, and Customer Support
- Verify specials part numbers and pricing with suppliers
- Log specials requests and update quotes with special part numbers, pricing and descriptions

## Qualifications for project technician

- Motivational Fit - The extent to which job activities and responsibilities, the

individual will live and work are consistent with the type of environment that provides personal satisfaction

- Good reconciliations & analysis experience
- Numerate, accurate, attention to detail
- Able to work under pressure to demanding deadlines
- Financial Services sector background, ideally life & pensions
- Good awareness of financial control & systems skills (Excel)