



Example of Project Technician Job Description

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Our company is hiring for a project technician. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for project technician

- Must be able to refer and understand equipment manuals
- Maintain all tools in working conditions and report any issue or lost tool to maintenance manager or designee within the time of missing or issue with the tool
- Keep and maintain working area clean
- Perform other activities as deemed by maintenance manager or engineering director
- Comply with both Eaton and customers company's policies and procedures
- Works safely in the laboratory and manufacturing environments
- Identifies and corrects hazards
- A relevant diploma grade qualification or experience would be useful however not essential
- Coordination of proposals in conjunction with Project Managers
- Coordination with engineering, laboratory, finance and management staff for project management, including all lines of business in Environment & Geoscience Division

Qualifications for project technician

- MS Office proficient (Excel, Word, SharePoint)
- Management of Information Systems
- Datamining in multiple systems
- Ability to constantly switch between operational tasks

