

Commercialization Team Technical Administrative Assistant

The Technical Assistant will provide Technical Administrative assistance to the Commercialization Team. Their responsibilities will include, but not be limited to:

- Receive, Distribute, Record, Catalog, and Archive all Technical Information
- Receive, Distribute, Record, Catalog, and Archive all Engineering Documents, Including:

Scope of Project	Process Concept Design
Study Reports	Design Criteria
Site Plan	Preliminary General Arrangements
Site Energy Balances	Site Mass Balances
Process Control Limits	P&IDs
Project Schedules	Single Line Diagrams
Equipment Lists	Instrument Lists
Loop Lists	Project Risk Analysis
Piping & Ducting Specifications	Vendor Lists
Vendor Correspondence	

- Receive, Distribute, Record, Catalog, and Archive all Maintenance Documents, Including:

TPM Methodologies	TPM Training Guides
5S Standards of Operation	CIL Documents for AMS4
CIL Training Tools	AMS1-4 Training
One-Point Lesson Library	PMS2 Documentation & Tools
PMS2 Visual Controls	

- Analyzing incoming and outgoing memoranda, submissions and reports, and prepare and co-ordinate the preparation and submission of summary briefs
- Prepare Agendas, coordinate the scheduling of meetings, Conferences, and Conference Calls; Schedule and confirm Meetings & Appointments
- Coordinate and support the Travel and Scheduling of the members of the Commercialization Team and their direct business contacts
- Liaise with the R&D Team to insure the proper flow of documents and information between the Commercialization Team and the R&D Team
- Answer telephone and electronic enquiries and relay calls and messages
- Set up and Maintain Manual and Computerized Information Systems