



Powering Technology That Matters

Project Administrator

VJ X-Ray LLC (VJX) is the global leader in developing and manufacturing integrated x-ray sources and high voltage generators. Our mission is to be uncompromising in pushing the boundaries of component design and manufacturing for every OEM partner.

This dynamic role provides operational, administrative and clerical support to the Project Management, Engineering and Sales Teams in the provision of industrial x-ray components and high voltage generators, to customers in a wide range of industries.

Job Description:

- Create detailed project plans that will include scheduling timelines, assigning tasks, tracking progress and adjusting as necessary.
- Help to maintain schedule for all Engineering work to include new development, continuous improvement, and research and development efforts.
- Provide support to the VJX Sales Team in the preparation of formal Engineering reports for submission to the customer while coordinating with Technical Documentation Specialist.
- Proposing budgets, staffing and equipment needs.
- Help General Manager with customer management and communication.
- Work with General Manager to create, maintain and report upon projects and schedules.
- Coordinate with Sales, Marketing, Production and Engineering Departments
- Create reports and generate presentations for internal and external meetings.
- Work effectively in and maximize the use of the ERP System.
- Follow all VJX and OSHA workplace safety requirements and policies.
- Safety Sensitive Position.

Essential Skills:

- Bachelor's degree in a related field.
- Minimum of three (3) years of experience in a project or sales administration role for an engineering or manufacturing company.
- Ability to solve problems creatively.
- Excellent organizational skills, such as time and project management and prioritization.
- Self-motivated and confident with a positive attitude and ability to work in a team environment.
- Excellent interpersonal skills and the ability to build and maintain relationships.
- Flexible with the ability to work under pressure in an evolving, fast-paced, dynamic environment.
- Superior written and verbal skills.
- Expertise in all Microsoft Office Suite products.
- Effective communicator both internally and externally.
- Ability to understand and interpret various physical, mechanical, and electrical documents, BOMS, blueprints, drawings and schematics.
- Ability to travel to other company facilities and customer sites, as needed.
- Legally authorized to work in the US and able to successfully pass a complete background check and drug screening.



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Non-Essential Skills:

- Bachelor's degree in Electrical or Mechanical Engineering.
- Familiarity with x-ray technology.
- Prior project based budget or schedule management experience.
- Clear and concise writing style.
- Experience working with and ERP system.
- Proven customer service skills.

Physical Demands and Mental Demands:

- Regularly required to sit, walk, bend, stoop and stand within both an office and an industrial environment.
- Will need to repeatedly use hands & fingers to operate basic office equipment and potentially operate hand and power tools standard to a production environment.
- Expected to effectively communicate in person, on phone, and via email and other electronic devices on a continual and repetitive basis.
- Responsibilities could require lifting, moving, staging, and placing of materials up to 50 pounds alone and heavier with assistance.
- Vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to fulfill essential job functions in a consistent state of alertness and safe manner.
- May be required to travel, domestically and internationally, by car and by air. Overnight stays may also be required.
- On a regular basis, will be required to:
 - use written and oral communication skills
 - read and interpret data, information and documents
 - analyze and solve non-routine and complex office administrative problems
 - be creative, make judgements, use reasoning and make decisions
 - observe and interpret situations
 - learn and apply new information or skills
 - perform detailed work on multiple, concurrent tasks
 - work under intensive deadlines with frequent interruptions
 - interact with internal and external customers holding positions from a wide array of disciplines and organizational hierarchy levels
- May need to communicate and effectively manage dissatisfied or frustrated customers and/or interface with difficult/demanding individuals.

This job description is not all inclusive and is subject to change at any time. VJ X-Ray LLC provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. The company takes affirmative action to ensure that applicants and employees are treated during the application process and post hiring employment without regard to any of these characteristics. Discrimination of any type is not tolerated.