

POWER TRANSFORMERS

Job Title: Project Administrator	Paterson Grade Level:
Department/Division: Sales & Marketing	Reporting Line: Project Manager
Direct Reports: None	Closing Date: 21 August 2026

Job Purpose

The purpose of the Project Administrator at ACTOM Power Transformers is to provide specialised technical, administrative, and data control support for the Sales & Marketing department, focusing on the post-award project phase. This position is responsible for initiating the project execution process via the works order system, managing critical component ordering from international suppliers, and acting as the central document controller and liaison for customer portals. This function is crucial for ensuring compliance, a seamless flow of information from sales to production, and mitigating risks associated with documentation and delivery delays.

Authority Levels

This role has the authority to:

- **Finalise and Issue Works Orders:** Gather documentation and create the works order that includes all relevant specifications for distribution to all internal stakeholders (Design, Production, Test, Accounts).
- **Supplier Ordering:** Liaise directly with critical international suppliers to facilitate procurement for long lead-time components (e.g., CTs, Bushings, OLTCs) and track confirmation and delivery.
- **Document Control:** Upload and manage all project-related documentation (drawings, bonds, test certificates, Quality Control Plans & Procedures) onto client-specific online portals and internal servers.
- **Job Initiation:** Open all new Works Orders and repair orders on the systems.

Key Responsibilities

Responsibilities include, but are not limited to, the following:

1. **Works Order & System Administration:**

- Create the works order to transform the awarded tender document into a working project file, including all customer specifications and requirements.
- Open all new project, spares, and repair jobs on the systems to enable procurement and costing.

2. Critical Supplier & Order Management:

- Initiate the ordering process for all major long lead-time components (e.g., CTs, Bushings, On-Load Tap Changers, VG units) by preparing requisitions, coordinating stock code creation, tracking deliveries, and confirmation with international suppliers.

3. Project Document Control & Portals:

- Manage the end-to-end process of document control by uploading and updating all project documentation (drawings, test results, bonds) on various servers and portals, ensuring correct version control and stage approvals.

4. Bonds and Commercial Compliance:

- Complete and manage the administration for performance and retention bonds, including internal administration.

5. Sales & Marketing Administrative Support:

- Coordinate and order marketing materials (e.g., calendars, t-shirts) for sales activities and events and coordinate logistical tasks for company functions.

Human Resources Management

This position has no direct reports.

Quality, Environment, Occupational Health & Safety Management Responsibilities

The Project Administrator is responsible for enforcing and adhering to the requirements of ISO 9001, ISO 14001, and ISO 18001 standards and related company management systems as they apply to the projects.

Minimum Qualifications and Experience

Required Education: National Diploma (NQF 6 in electrical, Industrial, or Mechanical Engineering), or a relevant Technical/Project Management qualification.

Relevant Experience: 3-5 years of experience in a Technical Administrative, Planning, or Contracts Engineering role within a heavy engineering, manufacturing, or similar project-based environment.

Essential Skills: Proficiency in Enterprise Resource Planning (ERP) systems (e.g., Syspro), MS Office Suite proficiency, strong attention to detail, advanced organisational skills, and a proven ability to manage multiple concurrent projects/tasks (multitasking).

Other Responsibilities

- This role may be required to perform additional administrative and planning tasks as assigned by the Snr. Project Manager.
 - Coordinate with the organising committee for company-wide functions and events.
 - Provide cover for the Legal (Bonds) function as/when required.
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