



Warehouse Admin Support Aurora

About H&K

H&K International is an award winning global supplier of kitchen equipment and related smallwares for the commercial Quick Service Restaurant industry. With a long-established reputation for industry innovation, quality products and exceptional customer service, H&K delivers flexible value-added equipment solutions to major customers around the world. We are evolving our business and experiencing exciting growth. To support our strategic plans we are looking to add valued resources in select territories.

The Role: Warehouse Admin Support

Summary: The Warehouse Distribution/Shipping Admin Support will need to be able to perform all tasks that assist in the overall operation of the warehouse.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Status Board Updates – input updates based on database population
- Works closely with other departments to gather the necessary information that will allow the timely receipt of all deliveries.
- Notifies the appropriate member of management in the event goods are damaged or if overages/shortages are discovered.
- Problem resolution using excel and database files
- Ensures that receipts are processed in a timely manner and product is moved to correct location within the warehouse.
- Ensures all orders are closed out in Orion after shipment.
- Files documents and enters data into system as required.
- Strong organizational skills
- Able to assist in all areas of warehouse including receiving and crating.
- Supply ordering for the department
- Assist manager with timekeeping for both internal employees and temps.
- Develop good working relationship with both internal departments and vendors as needed.
- Other duties throughout warehouse may be required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

H&K International offers a competitive benefits package including a comprehensive medical plan that includes short/long term disability, flexible spending account, life insurance, 401k (with 100% match up to 5%), tuition reimbursement, free online training courses and a business casual dress environment.

From career development to comprehensive benefits to our vibrant, diverse work environment, you'll find plenty of opportunities with H&K.