



## **Job Description**

### **Project / Plan Review Coordinator**

#### **About H&K**

H&K International is a leading global supplier of stainless steel kitchen equipment to the food service industry with a long-established reputation for quality products, precision manufacturing and exceptional customer service. H&K delivers flexible, value-driven restaurant equipment solutions to major customers in North America, Latin America, Europe, Australia and Asia.

**Summary:** Review all projects and other work orders. Ensures completion of all documents, updating systems to show progress, follow up on each project. Works effectively with all staff levels, able to adapt to each scenario, provide analysis on the workflow and recommend alternative solutions. To perform this job successfully, an individual should have knowledge of Word /Excel / Outlook. MUST be proficient with PC and other functions.

#### **Essential Duties and Responsibilities:**

- Manage overall day-to-day activities for all assigned projects.
- Establish self as primary contact for Market Support on all assigned projects.
- Work closely with Market Support and Project Managers
- Ability to make decisions independently on installation & construction related items.
- Review orders with accuracy and on time to meet production schedules.
- Maintain integrity and accuracy while ensuring the **highest attention** to detail.
- Ability to maintain detailed project records.
- Interact with staff and vendors to answer questions, provide direction.
- Ability to manage multiple projects simultaneously.
- Accountable for assigned projects to be completed in all aspects
- Act on problems with consistent follow-up until issues have been resolved.
- Perform other duties as assigned.

**Qualifications:** An individual must have a great attitude, have a 'want to' and 'can do' mentality, truly wanting to make a difference. To be a part of a TEAM, "where your voice will be heard." Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to read, analyze, and interpret technical procedures. Ability to write or build reports. Ability to effectively present information and respond to questions in groups of managers, clients, customers, and the general public. Ability to read construction drawings/blueprints. Commercial kitchens construction experience desired.



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\*Please submit resume in Word format to [opportunities@hki.com](mailto:opportunities@hki.com).

**\*No resumes will be considered without salary history and expectations.**

\*No recruiters/staffing agencies will be considered in filling this position.

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% and immediate vesting), with eligibility after the first of the month following 12 months of continuous employment, tuition reimbursement, free online training courses and a business casual dress environment.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.