



Job Description Project Administrator – Domestic

About H&K

Founded in 1975, 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

We are expanding our Inside Sales Administration team and currently have an opportunity for a Project Administrator. You are the link between our sales personnel and our customers. From the time the order is placed, Project Administrators will support the outside sales team, by working closely with engineering, manufacturing, purchasing, and logistics to deliver world-class products and customer service.

It's great if you have restaurant equipment experience, but it's not required. Many talented people from other industries have found a home and great success with H&K. If you enjoy a fast paced environment and assisting others, then we are looking for you!

Essential Functions

- Manages projects through the various steps from start to completion.
- Verifies order integrity for entry in computer.
- Prepares and distributes sales contracts and other correspondence with customers.
- Communicates internally with Engineering, Manufacturing, and Purchasing to coordinate successful project completion.
- Partners with Project Manager, Market Manager and interfaces with customer to answer customer questions regarding sales contract and resolve any issues.
- Ensures timely release of sales orders and contracts to meet customer requirements.
- Invoices contracts.
- Shows attention to details.
- Performs other duties as required.

Education, Experience, and Knowledge Requirements

- 1-2 years of customer service or related experience and training; or equivalent combination of education and experience.

***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%), tuition reimbursement, free online training courses and a business casual dress environment.