



Job Description Project Manager – Special Projects

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

As a Project Manager reporting to the Special Projects Supervisor, you are the direct contact with internal and external customers at a variety of levels. From the time a project is initiated until completion, this key role will coordinate and manage the project from quote, availability and rollout of equipment to various regions and Co-ops in the McDonald's system. Depending on the project, this position will also work closely with all departments and various vendors.

Essential Functions

- Maintains continual contact with internal and external customers as required to facilitate the rollout of equipment to support new menu items or operational changes.
- Assists with planning and process implementation for new projects.
- Manages projects through the various steps from start to completion.
- Based on customer needs, projects may include review of drawings to create quotes, verifies order integrity and invoicing.
- Answers internal and external customer questions, resolving any issues.
- Coordinates the internal execution by working closely with Engineering, Manufacturing and Purchasing for successful project completion.
- Ensures timely release of rollout orders.
- Shows attention to details.
- Performs other duties as required.

Education, Experience, and Knowledge Requirements

- 3-5 years of project management or related experience and training; or equivalent combination of education and experience.
- 1-2 years of direct customer contact / customer service.

Preferred Experience

*Please submit resume in Word format to 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%), tuition reimbursement, free online training courses and a business casual dress environment.