



Job Description Special Projects Administration Manager

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

Supports and leads a team with new developments working closely with other Managers, Supervisors and the Leadership team by communicating updates with a focus to processes and procedures to ensure the success of the project, department and H&K. This position will report to the Sr. Manager of Sales Administration.

Essential Functions

- Assist with various projects with a focus on communication and implementation.
- Ability to lead and direct team members as needed to complete tasks related to various projects.
- May also Project Manage a specific project/area within the team.
- Coordinates meetings with both internal and external customers with a follow through in communication.
- Attend daily/weekly/monthly meetings with various departments to support the ongoing business.
- Organizes and prepares a variety of reports, internal documents, meeting notes and presentations.
- Coordinates the gathering of information and reports from other departments within the organization including establishing deadlines and follow-up to ensure they are met.
- Communicates internally with various departments to coordinate successful project completion.
- Answers internal and external customer questions regarding projects.
- Demonstrates sound judgement in practical matters.
- Shows attention to details, can multitask, retain information and maintain a high sense of confidentiality.
- Works well under pressure and is a team player.
- Performs other duties as required.

Education, Experience, and Knowledge Requirements

3-5 years of management support or related experience and training; or equivalent combination of education and experience.

2-3 years of supervisory/management experience.



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Preferred Experience

- AS400 based system or similar.
- Proficient with Word, Excel, Windows and Outlook email software.

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