

## 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

Working closely with Project Managers to provide support and documentation for new store projects. Responsible for management, planning, coordination of required equipment documentation for each new projects. Maintaining the highest standard of service to the company's internal and external representatives. Reviews drawings against quotes to insure accuracy and compatibility. The position is designed to develop the individual to move into a Project Manager role in the future.

## Essential Functions

- € Communicates/provides support with Project Managers daily.
- € Create project documents for new store information tracking.
- € Create new store equipment documentation.
- € Releasing shipment information to logistic department for truckload shipments and create truckload packets for new store shipments.
- € Replacing / updating obsolete part numbers on quotes and active contracts.
- € Create and review smallwares orders from Project Managers.
- € Requests freight quotes from logistics for new projects.
- € Submit / track error investigations from Project Managers.
- Create balance invoices for new store projects.
- € Complete rebate request for current customers.
- € Communicate with vendors for tracking on equipment back orders.
- € Request freight quotes from logistics for new store projects.
- € Create deposit invoices for new store projects.
- Review equipment layouts from CAD department.
- Performs other duties as required.

## Education, Experience, and Knowledge Requirements

1 year of customer service or related experience (with QSR, preferred) and training; or equivalent combination of education and experience.

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