

UK MARKETING PROJECT ADMINISTRATOR
Rugby, Warwickshire

Do you want to be part of a team with a Collaborative, creative, and inspiring working environment? Then read on

Who are we?

H&K is a global international business that designs, manufacturers and supplies commercial kitchen equipment. It is a leading supplier of kitchen equipment to The McDonald's Corporation. Other important customers include Burger King, Subway, KFC, among others. Established in Europe in 1975, the company works closely with its clients to support their global expansion. Currently supplying to more than 30 countries, manufacturing plants are based in the USA, Mexico, and The United Kingdom. The group's headquarters are based in Dublin with the European plant and distribution centre based in Rugby UK.

Who are we looking for?

Are you an individual that prides themselves in providing excellent administrative support? We are looking for an individual that can provide administrative support for the UK Marketing team whilst they are on the road supporting our franchise engagement.

What will a typical day look like?

You will be reporting to the UK Market Manager and the broad outline of the role will be to provide administrative support to the Marketing team. The role is a pro active role and will require the individual to have good communication skills along with the ability to focus and having accuracy skills and being well organised.

What will you need to be successful in the Role?

Main Tasks and Responsibilities:

- Management of the UK Marketing Inbox to provide quotations, complete orders and send booking emails
- Daily Invoicing
- Revision and Approval of Restaurant Design Drawings
- Support for the New Store Programme
- Developing streamlined processes for daily administration tasks
- Coordination and communication of Equipment Replacement Form submissions
- Manage and communicate project shortages

Knowledge and skills required:

- Minimum standards in English with good verbal and written skills
- Having the ability to work under pressure within a fast-paced environment
- Willing to learn having the ability to work on own initiative
- Well Organised
- Microsoft Office skills essential
- Experience using Microsoft AX
- An understanding of the UK McDonalds business would be an advantage.

We are looking to offer a competitive salary and benefits package for this role.

Should you wish to apply for this position please contact the HR department sending your CV & covering letter to the HR Manager Kelly Gibbs at Kelly.gibbs@hki.com

Recruitment Agencies

At H+K International we fill most of our vacancies ourselves, through advertising and our own internal search processes.

On the rare occasions that we do require extra support we will only use agencies that we trust, and that are on our preferred supplier list (PSL).

All the agencies on our PSL have agreed to work by our terms and conditions, and they are the only agencies our HR Department will request or accept CVs from.

We are not able to accept speculative CVs from agencies not on our PSL, and we do not accept that CVs sent to us by non-PSL agencies constitute an introduction. Should we later engage with candidates that may have been forwarded to us in this manner, no fee will be payable.

We review our preferred suppliers periodically, if you are interested in being considered for our PSL please email the HR Department with your contact details and your areas of specialism.