

## **Job Description Purchasing Administrator**

### **About H+K**

Founded in 1975, H+K International is a leading global supplier of stainless-steel kitchen equipment to the foodservice 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**

Reviews opportunities and requirements for raw materials, components, and finished/resale goods to meet the cost savings initiatives and the demands on manufacturing and sales by performing the following duties.

### **Essential Functions**

- Coordinate the purchase of commercial kitchen equipment and smallwares for various domestic and international quick serve and casual dining restaurant chains
- Monitors and reviews purchase orders, expedite process and vendor follow up/late orders; ensures accurate and up-to-date information on purchase orders are noted in system
- Monitors reconciliation process on invoices verses purchase orders.
- Research newly released equipment and smallwares, verifying new part number accuracy and pricing.
- Monitors inventory levels, preventing shortages, backorders and excess stock.
- Monitors receiving of inventory; assists with damaged items and shortages/overages.
- Acts as liaison with Customer Service, Warehouse, Accounts Payable and other departments.
- Performs other duties as assigned.

### **Education, Experience, and Knowledge Requirements**

- Must have very high ethical standards and integrity relating to the Purchasing function.
- High level of organizational skills and able to multi-task in a fast-paced high-pressure environment.
- Experience with AS400 in the last two years a plus
- Must be able to work in a team environment with all departments and across multi-cultural boundaries

Send resume to [patricia.conlon@hki.com](mailto:patricia.conlon@hki.com)

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.