



Job Description Regional Sales Support Coordinator

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

Manage kitchen projects using a combination of internal staff, consultants, vendors, and field sales reps from initiation through delivery. Ensures completion of all project targets and requirements, while ensuring all projects remain on schedule and within budget. Works effectively with all staff levels to define business requirements, develop cost benefit analysis and to recommend and implement alternative solutions.

Essential Functions include the following. Other duties may be assigned.

- Manage overall day-to-day activities for all assigned projects.
- Establish self as a contact for customers on all assigned projects.
- Work closely with customer to identify project needs and establish project. Scope / budget / equipment order.
- Ability to make decisions independently on installation & construction related items.
- Ability to answer customer questions regarding contracts and resolve any issues.
- Enter orders with accuracy and on time to meet production schedules.
- Ensure timely release of sales orders.
- Maintain order integrity and accuracy while ensuring high attention to detail.
- Negotiate pricing with sub-contractors and manages permitting process.
- Ensure all trade contractors provide evidence of appropriate insurance coverage and copy of license(s) when applicable.
- Ability to maintain detailed project records.
- Interact with contractors and vendors to answer questions, provide direction and approve project cost.
- Ability to manage multiple projects simultaneously.
- Supervise and manage all trade contractors to achieve project goals and objectives.
- Prepare and distribute sales contracts and other correspondence with customers and follow up with the customer to obtain signed contracts and deposit checks.
- Complete project closeout and initiate project invoicing with key internal contacts.
- Assure a finished project when installation/construction is complete, while working with all key partners to ensure all punch list items are complete.
- Accountable for ensuring assigned projects are complete in all aspects, including overall construction, vendors/contractor compliance and follow up.
- Partner with Sales Team on MRP projects as required.
- Act on customer problems with consistent follow-up until issues have been resolved.
- Attend customer meetings, out of town trade shows and conventions as appropriate.
- Perform other duties as assigned.



Job Description Regional Sales Support Coordinator

Education, Experience, and Knowledge Requirements

Bachelor's degree: Project Management or Construction Management or equivalent combination of education and three to five years' experience.

Preferred Experience

*Please submit resume in Word format to employment@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.