

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 purchasing of commercial kitchen equipment for various domestic and international quick serve and casual dining restaurant chains.
- Monitors and reviews purchase orders, expedite process and supplier follow up/late orders.
- Tracks equipment serial numbers and reports to vendors and/or customers.
- Monitors reconciliation process on invoices versus purchase orders.
- Researches newly released equipment, 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 Engineering, Manufacturing, Accounts Payable and Sales 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

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