



Job Description Assistant Project Administrator

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 and Administrators to provide support and documentation for new store projects. Responsible for required equipment documentation to accompany shipments, inspect pulled shipments, work with logistics to ensure all orders are complete. Maintaining the highest standard of service to the company's internal and external representatives. Onsite Strategic liason officing in Strategic Warehouse. The position is designed to develop the individual to move into a Project Administrator role in the future.

Essential Functions

- Communicates/provides support with Project Managers and Administrators daily.
- Create and print project documents to accompany shipments.
- Inspect new store shipments for accuracy, documenting missing items and backorders.
- Document inspection on manifest and by taking clear pictures.
- Upload pictures and documents into shared project files.
- Review miscellaneous order picklists with originator for accuracy before submitting to logistics.
- Assist with escalation of priority shipments to logistics department.
- Assist with document creation and project support.
- Re-inspect new store shipments as back order and missed items are added to shipment.
- 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.**