



2858 US Hwy 70 W
Black Mountain, NC 28711-9111
Tel. (828-350-5300)
Fax (828-686-4556)

Department: Contract Administration

Job Title: Administrator

Responsibilities:

- **Performs administrative duties within various directorates**
- **Prepares projects, analyses, reports, charts, graphs, maintains logs and files**
- **Monitor and manage day-to-day activities related to customer quotes, orders, and shipments.**
- **Develops projects that support the business objectives of the company including but not limited to cost containment and productivity**
- **Recommends improvements to existing processes, practices**
- **Prepares, analyzes and directs the distribution of various status reports**
- **Prepares departmental reports, analyzes critical areas and resolves differences**
- **Ensures compliance with company policies and regulations**
- **Responsible for providing customer service and support for all assigned programs and product offerings**
- **Act as first point of contact for all customer related inquires (phone, email, and fax). Coordinate customer interfaces including conference calls, on-site visits, visits to the customer facility and communications.**
- **Coordinate customer forecasts, quotations and order submissions with customer contacts and internal individuals as required. Take appropriate actions to discuss with customer any discrepancies.**
- **Enter and release orders with sufficient detail and support to ensure delivery of the ordered product in accordance with all applicable customer specifications, and in accordance with standard practices and procedures.**
- **Track customer orders throughout the production phase to assure any delays or design issues that impact quality or delivery are conveyed appropriately and expeditiously to customer.**
- **Monitor customer provided metrics as well as internal metrics and assure alignment. Coordinate metric reviews with customer as**

required to assure actual performance is accurately displayed in customer metrics.

Qualifications:

- **Bachelor's degree in Business, Accounting, Marketing, or related field**
- **0 to 3 years of experience in Business/Department Administration**
- **Must be highly organized, self-motivated, and thoroughly attentive to detail in all actions.**
- **Must have excellent verbal, written, and interpersonal skills and be able to communicate across all levels and functions of the organization.**
- **Must possess teamwork and leadership qualities.**
- **Must be able to function effectively and independently and meet deadlines with minimal supervision.**
- **Must be proficient in Microsoft Office software**

To explore employment opportunities, please send your resume and salary history / requirements to the following address or contact our Human Resources department at the number listed below.

KEARFOTT CORPORATION – Motion Systems Division

2858 US Hwy 70 W

Black Mountain, North Carolina 28711-9111

828-350-5300

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