



2858 US Hwy 70 W
Black Mountain, NC 28711-9111
Tel. (828-350-5300)
Fax (828-686-5764)

Administrator

Responsibilities:

- **Performs administrative duties within various directorates**
- **Prepares projects, analyses, reports, charts, graphs, maintains logs and files**
- **Encompasses all administrative tasks**
- **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**
- **Performs any other tasks directed by Management to satisfy company objectives**

Qualifications:

- **Bachelor's degree**
- **At least 0 to 3 years of experience**

KEARFOTT CORPORATION
Motion Systems Division

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