



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

Department: Manufacturing Engineering

Job Title: Coordinator

Responsibilities:

- Sets up and maintains departmental files, logs, and reports
- Data entry into PC or mainframe
- Assists departmental administrators, supervisors and managers in preparing and organizing various tasks, projects, reports, etc.
- Responds to inquiries directly or refers inquiry to appropriate area
- Organizes the copying of various materials, files and documents
- Researches various sources to obtain and verify information
- Provides administrative and clerical support to satisfy company objectives

Qualifications:

- High School Diploma or GED
- 1 to 5 years related work experience

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
Fax: 828-686-4556
Email: careers@asheville.kearfott.com
www.kearfott.com
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