



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

Department: Contracts

Job Title: Coordinator

Responsibilities:

- Administer all activities related to the acceptance, entry, and coordination of inter-site Matamoros orders.
- Enter and release orders in accordance with standard practices and procedures.
- Track orders throughout the production phase to assure any delays or design issues that impact quality or delivery are conveyed appropriately and expeditiously to the Matamoros site coordinator.
- Act as first point of contact for all Matamoros related inquiries (phone, email, and fax).
- Collect and enter data for the S&OP process.
- Retrieve and enter historical purchase order history to support new proposals.
- Assist team with general administration activities including, but not limited to data entry, copying, scanning, filing.
- Support functional area activities, including metric collection and tracking, customer visit coordination, and customer support.
- Maintain complete and accurate files to facilitate internal administration and audits by outside entities.
- Evaluate position responsibilities, processes, and tasks for improvements towards a more lean, efficient workflow.
- Other duties as required.

Qualifications:

- High School Diploma or Equivalent
- 1 - 5 Years of related work experience in a manufacturing environment
- 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 be a team player
- 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

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