



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:**

- **Performs various duties and activities required to support departmental functions and objectives**
- **Sets up and maintains departmental records, logs and files**
- **Inputs data into PC and/or mainframe systems**
- **Assists departmental administrators, supervisors and managers in preparing and organizing various tasks, projects, and reports**
- **Responds to inquires directly or refers inquiry to appropriate area**
- **Organizes the copying of various materials, files and documents**
- **Researches various sources to obtain and verify information**
- **Performs any other tasks directed by Management to satisfy company objectives**

#### **Qualifications:**

- **High School Diploma or Equivalent**
- **1 - 5 Years of related work experience**
- **Good computer skills**

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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