



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

**Department:** Plant Engineering-Maintenance

**Job Title:** Senior 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

**Qualifications:**

- High School Diploma or Equivalent-Advanced Degree Preferred & Basic Maintenance Knowledge Required
- 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

Fax: 828-686-4556

Email: [careers@asheville.kearfott.com](mailto:careers@asheville.kearfott.com)

[www.kearfott.com](http://www.kearfott.com)

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