



The World Rides On Us®

MATERIALS COORDINATOR POSITION

Hendrickson Truck Suspension Systems, a leading supplier of quality engineered Class 8 suspensions to the heavy truck industry, seeks Materials Coordinator for our facility located in the Lebanon, Kentucky.

PRIMARY FUNCTION: To ensure that all data entered daily into the system and various reports are true and accurate.

MAJOR RESPONSIBILITIES:

Enters data into KBM System from source documents following format on the screen for the following functions: scrap, receipts, issues, transfers, shipments etc. Compiles, verifies and enters data into Excel spreadsheet for scrap, production and shipments daily; confirms accuracy of inventory daily and reports month-end tracking spreadsheets, as necessary. Performs and maintains all departmental filing. Primary shipments and tracking of UPS/Fed Ex shipments. Backup responsibilities for phone system. Responsible for inventory and reordering of all shipping related supplies. Research MRO cost savings projects (Rental Car Vendor, Toiletries and Cleaning Chemicals, Uniform Vendor, Lawn Care and Food/Drink Vendor). Enters MRO requisitions and Purchase orders into KBM systems. Copies and sends requisitions to accounts payable and works to resolve issues. Contact various suppliers to place orders for MRO products. Create packing slip and BOL and ASN procedures to OEM's and scheduling outbound freight for OEM's. Primary contact for shipping all products off-site.

EDUCATIONAL AND/OR EXPERIENCE:

High school diploma or GED required. Two years experience working in an administrative support environment. Proficient PC skills in Microsoft Word, Excel, PowerPoint and Outlook. Capable of coordinating multiple projects concurrently. Proficient keyboard /data entry skills. Excellent organizational / planning skills required

Hendrickson offers a competitive wage along with an excellent benefits package, including a 401(k) plan, pension plan, health and dental insurance, life and AD&D insurance, tuition reimbursement, paid holidays, paid vacation and wellness program.

If you are interested in this exciting opportunity to join a growing company, please contact send your resume to the Human Resource Department at the address below as soon as possible:

HENDRICKSON TRUCK SUSPENSION SYSTEMS

Attn: Human Resources

655 Hendrickson Drive

Lebanon, KY 40033

Fax: (270) 699-2006

(No phone calls, please)

EOE m/f/d/v