



## JOB POSTING – Office Coordinator

HAWE Hydraulik is a leading manufacturer of technologically advanced, high quality hydraulic systems. Our hydraulics solutions are found in machines and systems in more than 70 different sectors. They are incorporated in machine tools, construction equipment, forestry machinery, renewable energy systems, and more. HAWE components are used wherever quality, expertise, power, and precision are essential. The North American Subsidiary, HAWE Hydraulics, is headquartered in Charlotte, NC with offices in Oregon and Texas. We offer a competitive salary, outstanding benefits package and excellent growth opportunities.

We are seeking a qualified candidate for **Office Coordinator** for our facility in **Clackamas, OR**. The Office Coordinator will support the day-to-day business of the Portland office, providing administrative support to the General Manager, Operations Manager, and general support other staff members. The Office Coordinator will report to the Operations Manager.

The ideal candidate must be friendly and open-minded, organized, and possess the ability to prioritize and handle multiple tasks.

### Primary Job Responsibilities:

- Representing the professional image of HAWE by greeting/welcoming all guests to HAWE NA and telephone coverage
- Process all Accounts Receivable invoices. Collection calls as needed. Distribute customer statements as required
- Monitor HAWE company email boxes. Distribute and/or respond as needed daily
- Coordinate travel, meeting arrangements , special events, and trainings
- Assist with administrative duties to support the office operations
- Order office supplies and maintain adequate stock of necessary supplies

### Tools:

• Microsoft Office Software	• NAV
• Allworx Phone System	• SuperOffice program
• Other software as required	• QM documentation

### Job Requirements

- Intermediate computer skills and MS Office package
- Ability to respond, react and make decisions while under pressure or time constraints with professionalism
- Knowledge and understanding of ISO standards
- Good organizational skills
- Good problem-solving and reasoning skills

### Preferred Qualifications

- Prior Industrial/Manufacturing work experience
- 3 years minimum of experience as an Administrative Assistant
- Prior Accounting/ Accounts Receivable work experience
- An advanced degree

For consideration, submit resumes to [hr@hawehydraulics.com](mailto:hr@hawehydraulics.com)