



**455 NORTH OAKLEY BOULEVARD
CHICAGO ILLINOIS 60612 USA**

mail@americansodafountain.com
FAX (312) 733-3621

Repair ~ Project Coordinator ! Full Time 8:30 AM to 5 PM – Monday - Friday Saturday & OT as needed
Beverage Equipment Sales & Service New & Vintage *Small Company ... over 100 Years in Business*
~ MUST Have appreciation of Vintage Parts & Equipment !!

Motivated Neat, Responsible Person ~ for long Term Position ~ Envision Creative Employee & Customer Programs

Requires Skills : **Customer Service** *for* dealing directly ~ with customers by Telephone, email, On-Site,
~ with Office Manager ~ Service Mechanics

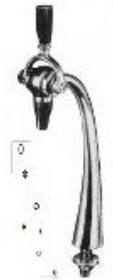
Organizational
Work without constant supervision
Computer Knowledge & Proficiency ~ Assist **OPERATIONS & Applications**
Mechanical Abilities a Plus ~ **Ongoing Training Provided for Industry related Skills**

Must have a valid Illinois Driver's License - Clear Record.
Must be in Good Physical Shape for lifting and moving parts
Must have Legible Handwriting

~ We are in the Food Service Industry and certain liabilities apply.

DUTIES Include:

SALES Orders **MANAGE Incoming orders DAILY - Via EMAIL, PHONE, SHIP IN**
RESEARCH Pricing & Availability based on Inventory
CONTACT Customer – for approval & confirm pricing & payment
MANAGE Incoming Parts & Equipment for Repair / Restoration
Monitor Warehouse Jobs - to Completion
Survey & Bid Jobs - Work with Walk in Customers ~ Visit Job Sites as Required



SALES Of Surplus INVENTORY AS- IS - ID APPROPRIATE PRICING and ADVERTISE online
- Complete SALE for PICK UP / SHIP OUT

PARTS Management : **ORDER PARTS - NEW Inventory-**
RESEARCH.....Vendor Pricing & Availability Source needed Items
Find Modern equivalents
MAINTAIN.....Existing Data Base of New & Vintage ~ Equipment & Parts
~ Including Hard Copy Manuals and Files
ORGANIZE INVENTORY - Track available in house ~ Assist set up a system to organize
DEFINE Supply & Demand to SET RETAIL PRICING ~ Update Computer Files

ASSIST SCHEDULING: **INSTALLATIONS & Reactive SERVICE Calls**
~ Work with Office Manager to Schedule with Customers
~ Stage Jobs for Following Day & Future
~ **Prioritize ~ Manage SCHEDULE Changes !**

Other:
Shipping & Receiving as needed ...with Appropriate Paperwork Completed
~ Assemble ~ Pack ~ Ship pending parts and equipment orders
~ Receive Deliveries - Assist Unload Trucks
Service Vehicles Maintenance ~ **Oversee Repairs as needed ~ Assist keeping stocked**

Assist Manufacturing – New Project Setup !
Hiring & Scheduling & Production with Manager

Manufacturing Project

- Establish Vendors
- Order Parts
- Organize Blueprints & Materials
- Hire Workers to Assemble
- Oversee ~ Testing
~ Pack & Ship
~ Payment System

Establish QUALITY CONTROL !



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Project Coordinator

Develop comprehensive project plans and manage timelines with key team members to ensure deliverables meet deadlines, including understanding inter dependencies and working through conflicts as they arise.

Salary ranges can vary widely depending on many important factors including:
education,
certifications,
additional skills,
the number of years spent in your profession.

Start \$ 22./hr ~ *Training Provided for Industry related Skills*
average \$24-26/ hr

Pay increases as dictated by performance
Salary commensurate with skills/ experience

To apply, send your resume to Nancy Kramer at nancy@industrialcouncil.com.