

# Maintenance Administrator

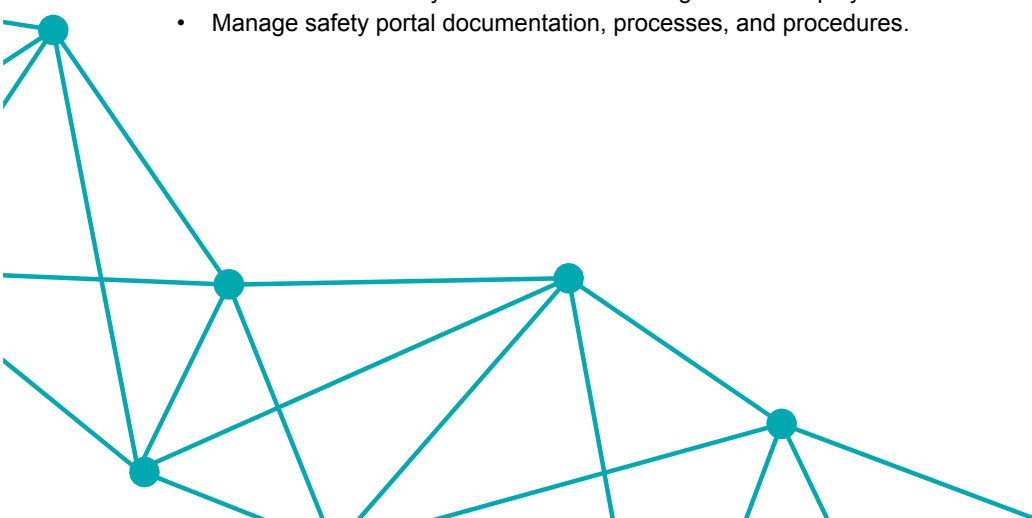
Fulltime | Delaware, United States

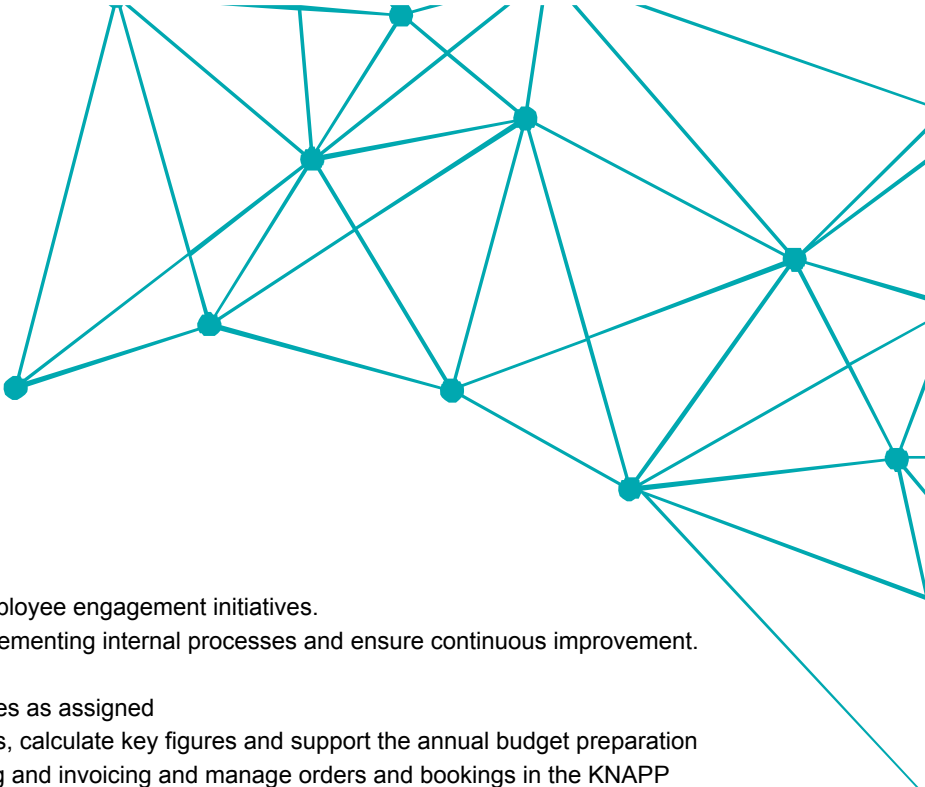
## WHO WE ARE

At KNAPP (pronounced K-NAP, not Nap!), we “Make Complexity Simple” by offering intelligent solutions for digitizing and automating everything from production and distribution to the last mile and stores. We are the customer’s value tech chain partner, which means partnering with the customer to create the most value within each link in their supply chain. Leveraging the latest software, AI and Robotics technology, we continue to disrupt the logistics automation industry for the world’s industry leaders in grocery, healthcare, retail, e-commerce, apparel & manufacturing. We are a global company with our US headquarters located just North of Atlanta in Kennesaw, GA. KNAPP specializes in automated solutions for both WMS (Warehouse Management Systems) and WCS (Warehouse Control Systems) for B2B (Business to Business) and B2C (Business to Consumer) customers. We are a growing company of over 7,200 employees worldwide and in over 50 countries that is privately held, with 7% of our revenue reinvested in R&D, ensuring a strong and vibrant future! Join us and see how you can help change the world! For more information, visit [www.knapp.com](http://www.knapp.com).

## WHAT YOU GET TO DO

- Manage and prioritize 3rd party training, tracking progress and completion timelines.
- Ensure all trainings/Certs are current and up to date for all employees
- Collaborate with maintenance staff to ensure effective communication and problem resolution.
- Assist in the procurement of supplies and equipment necessary for maintenance tasks.
- Work closely with other departments to coordinate maintenance activities that impact overall operations.
- Ensure compliance with safety regulations and company policies in all maintenance activities.
- Conduct onsite safety inductions/on-boarding for new employees and subcontractors.
- Manage safety portal documentation, processes, and procedures.



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- A decorative teal geometric pattern consisting of interconnected lines and dots, forming a network-like structure, located in the top right corner of the page.
- Assists with employee recognition and employee engagement initiatives.
  - Assist with developing, reviewing and implementing internal processes and ensure continuous improvement.
  - Perform weekly safety audits
  - Performs all other duties and responsibilities as assigned
  - Prepare departmental and monthly reports, calculate key figures and support the annual budget preparation
  - Provide support with business trip planning and invoicing and manage orders and bookings in the KNAPP systems.
  - Assist with the creation of product and DRM & performance presentations
  - Coordinate and plan customer visits & internal workshops (appointment coordination, invitations, registration, room reservations, hospitality, etc.)
  - Support contract management, customer support and service processing (master data maintenance, document management, appointment coordination, etc.)
  - Actively participate continuous improvement of internal processes

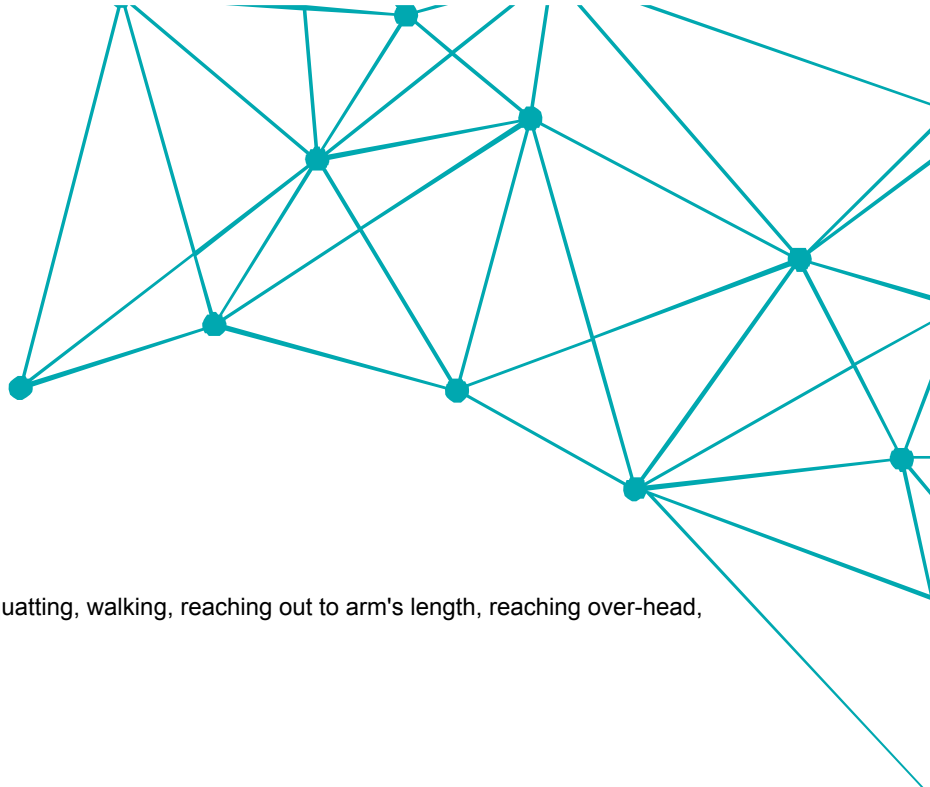
#### WHAT YOU HAVE

- Bachelor's degree in business administration or related field or equivalent combination of education, experience and training.
- 2-3 years direct experience preferred
- Strong verbal and written communication skills
- Direct experience working with SAP strongly preferred
- Ability to effectively use Microsoft Office Suite
- Process-oriented mentality
- Strong attention to detail
- Experience in reducing costs through processes and efficiencies.
- Professional office etiquette required at all times.

#### Working Conditions and Environment:

- Overtime as required by work
- Authorized to work in the U.S.
- Occasional travel maybe required up to 10% of the time
- Professional office etiquette is required at all times





- Physical requirements may include: sitting, squatting, walking, reaching out to arm's length, reaching over-head, lifting up to 50 pounds, and reading

#### WHAT YOU WILL GET

- Industry competitive compensation
- Great benefits with better than average employer contributions, including health, dental, vision, life insurance, Flexible Spending Accounts, Short & Long Term Disability and more!
- 401k with a very generous employer match and no vesting!
- Paid Vacation & Holidays
- Profit Sharing
- Paid Parental Leave
- Subsidized Daycare
- Tuition Reimbursement
- Pet Insurance

KNAPP is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran, disability status or any other basis protected by law.

Due to the safety-sensitive nature of this position, strict adherence to KNAPP's drug-free workplace policy is required. All candidates will be subject to drug-screening in accordance with the policy and will be expected to remain drug-free during their employment. There will be no exception if recreational or medical use of marijuana is permitted in the location of employment and/or residence or if use of marijuana is only during "off-hours."

