

## Air Service Coordinator Management Trainee

We have a great opportunity for a skilled, energetic, motivated person to join our team! If you enjoy a fast-paced, growth driven environment where creative problem solving is encouraged this position is for you!

### Position Information

- Gain proficiency as an Air Service Coordinator and work daily to support Air Service Technicians and customers by performing tasks such as:
  - Scheduling technicians for break fix and preventative maintenance calls
  - Update Service Agreements
  - Keep track of parts needed for jobs
  - Quote repair jobs
  - Invoice customer upon completion of job
- Lead the JHF process improvement initiative by participating in daily problem solving and continuous improvement activities
- Develop the leadership skills needed to coach others and continue to drive the lean culture here at JHF

### Skills needed

- Must have great communication skills, organized, & ability to effectively interact with customers and other employees
- Knowledge of and experience in general office and administrative procedures
- Ability to successfully work in a fast-paced environment
- Prior related experience preferred
- Potential to move into management role

### About John Henry Foster

John Henry Foster Company is a Full-Line fluid power distributor and is the Midwest leader in fluid power sales. We have been serving our customers in Missouri and Illinois for 75 years! To learn more about us, please visit [www.jhf.com](http://www.jhf.com).

### Benefits

We offer a competitive salary with excellent benefits which include: medical, dental, vision, life, 401(k) with company contribution, Employee Stock Ownership Plan, tuition reimbursement, paid time off, paid holidays, and much more!

### To Apply

If you meet the requirements, please send us a current resume along with salary expectations to [careers@jhf.com](mailto:careers@jhf.com)

JHF Co. is drug free and is committed to employing a diverse workforce. EOE/F/M/D/V