



Office Job Posting

Position Available: Executive Assistant
Location: Holland
Department: Administrative
Business Unit: Group Services
Hours: **8:00 am – 5:00 pm, or approved alternate work schedule**
Reports to: President and CEO, SAF-HOLLAND

Qualifications Required:

- Qualification 1: Must have high school diploma.
- Qualification 2: Minimum of 5 years experience in a secretarial/administrative assistant role.
- Qualification 3: Advanced knowledge and experience with Microsoft Office programs (Word, Excel, Outlook PowerPoint, Access, and Visio), and SAP.
- Qualification 4: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.
- Qualification 5: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Qualification 6: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Qualification 7: Must be a notary or the ability to become a notary.

Summary of Job Duties:

Performs duties requiring advanced level clerical, secretarial and administrative support skills to assist the President & CEO, Vice President of Quality & Environmental Systems, and Deputy CFO. Duties can include maintenance of Board books; transcribing dictation; creating letters, memos, resolutions and policies; sorting, distributing and posting mail; coordination of travel and schedules; and filing. The job also creates and maintains certain databases and sites, and generates reports from Access databases, SAP and other programs. Position deals with confidential and sensitive information, as well as a diverse group of key internal and external contacts.

- Company Board books:
 - Maintains knowledge and understanding of current Rules of Procedures and Company By-laws.
 - Maintains company Board books, including writing resolutions as requested.
 - Acts as contact point for all other companies under SAF-Holland, Inc. for signatures of appropriate officers.
 - Acts as contact with appropriate Company attorney regarding questions about resolutions and provides contact with scans of resolutions executed..
- Maintains/updates as necessary the Corporate Information document on Intranet (i.e., company structure and officers/directors for all SAF-HOLLAND, Inc. companies) Quick Links/corporate information.
- Maintains ShareFile site for company documents.
- Creates and maintains Insider database report, as required for insider trader regulation including coordinating with Human Resources to receive information in a timely manner.
- Quality & Environmental Systems
 - Maintains Quality and Environmental System documentation for ISO/TS 16949 and ISO 14001 certification at Group level (Z).
 - Provides assistance and training to other company registrars throughout the US and Canada if requested.
 - Assists local manufacturing facility with document maintenance and auditing if requested.

Executive Assistant

- Provides administrative support for the Field Sales and Service Group that handles the USA territory, as well as the Director of Sales.
- Prepares and generates Monthly On-time delivery report from business system (SAP) data.
- Updates the Marketing Intelligence SharePoint site.
- Provides travel coordination and support as necessary.
- Provides Notary duties as necessary.
- Creates and enters purchase orders as necessary.
- Acts as a good steward of the Company's resources and exemplifies the values of the Company.
- Ensures personal compliance with all Company policies, procedures, values, ethics, and rules.
- Maintains and promotes a safe work environment through ownership of Company/business unit safety program. This includes following all safety rules/regulations and proper operating procedures, as well as the proper use of prescribed safety equipment pertinent to the department, and immediately reporting all accidents/incidents to supervisor.
- Supports the Company's equal employment opportunity and affirmative action policy and actions, immediately reporting violations to supervisor and/or the Human Resources representative.
- Ensures that work area is free from any form of harassment (sexual, racial, religious, etc.), immediately reporting violations to supervisor and/or the Human Resources representative.
- Supports Company's quality and environmental policies and programs and meets quality requirements specified for position. Meets quality requirements specified by production drawings, bills of materials, control plans, policies, work instructions, and procedures.
- Actively participates in and successfully completes appropriate training. As appropriate, submits documentation of specific training to support successful completion (i.e. course description, certificate; Training Completed/Evaluation Form).
- Meets with supervisor at least once per year to review job performance using this job description as a basis for appraisal.
- Maintains complete security and confidentiality of all Company records and employee data.
- Maintains a clean, orderly and professional work environment.
- Performs other miscellaneous duties as may be assigned.

Candidate Pool: Open to any qualified candidate.

Travel: No travel required.

Relocation: No benefits available.

Resumes may be e-mailed to husaresumes@safholland.com with "Executive Assistant" in the subject line, or faxed confidentially to 616-546-6813. By mail to: Linda Henke, Human Resources, 467 Ottawa Ave., Holland, MI 49423.

Equal Opportunity Employer



Office Job Posting

Position Available: Network Systems Administrator
Location: Muskegon, MI
Department: Business Processes & IT
Business Unit: Group Technical Services
Hours: 8:00 am – 5:00 pm or approved Alternative Work Schedule
Reports to: Director IT

Qualifications Required:

Qualification 1: Bachelor's Degree (B. S.) from a four-year college or technical school in Computer Information Systems, Computer Science or a related field,

Qualification 2: At least five years helpdesk related experience, including two or more years in a network support/administration capacity;

Qualification 3: OR equivalent combination of education and experience.

Qualification 4: Microsoft Systems Engineering certification desired.

Qualification 5: At a minimum, broad knowledge in 1 or more areas of specialty, and fundamental knowledge in 3 or more areas of specialty; (Specialties include: Network Administration, Windows Server, MS Exchange, desktop Operating Systems, IIS, WAN administration, backups, DHCP, TCP/IP, RAS, VPN, Router Configuration, Internet DNS & Firewall, Troubleshooting & fixing server & desktop hardware).

Qualification 6: Advanced knowledge of Microsoft Server and desktop Operating Systems, MS Office suite, MS Visio 2000, MS Project 2000, Internet Explorer, MS Outlook, MS Exchange, MS SMS, email administration, networking and connectivity concepts, including TCP/IP, WAN, RAS, and VPN. Troubleshooting, installing and replacing motherboards, hard drives, RAM, cards, peripherals, etc.

Qualification 7: CISCO CCNA knowledge desired.

Qualification 8: AVAYA PBX knowledge desired.

Qualification 9: Ability to work flexible hours, as assigned.

Summary of Job Duties: Plans, configures, installs, maintains, and monitors the SAF-HOLLAND computer network, file servers, PC applications, and desktop systems. Provides onsite and remote technical support to global computer users throughout the organization.

- Member of the IT technical team that supports the SAFHOLLAND SAP, EDI, network, file-servers, e-mail, and desktop systems;
- Analyzes ongoing network data and computer system needs;
- Determines optimal server and network configuration to ensure network reliability, security, and performance;
- Makes recommendations for action;
- Develops plans; Implements solutions (configures, installs and monitors for quality assurance).
- Provides onsite and remote technical support to global computer users throughout the organization (multi-country and multi-language);
- The Network Administrator maintains complete security and confidentiality of all Company records and employee data; adhering to all legal and SAF-HOLLAND policy requirements.
- Participates in IT department on call rotation coverage, as assigned; Occasionally receives calls for assistance and to fix the problem; may be required to dial-in or physically return to the work site after hours
- Position requires work outside of normal business hours in order to implement, upgrade, convert, fix, or replace a software or hardware system, or to keep SAF-HOLLAND Computer Systems up and running properly.

Job Posting – Network Systems Administrator

Candidate Pool: Open to any qualified candidate.

Travel Requirements: Approx 10%-15%

Relocation: Not available.

Resumes can be e-mailed to husaresumes@safholland.com with “Network Systems Administrator” in the subject line, or faxed confidentially to 616-546-6813, by mail to Linda Henke, Human Resources, 467 Ottawa Ave., Holland, MI 49423.

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