



Exciting Challenges - Rewarding Careers

# Administration



# Experience Teamwork

...and know the satisfaction of success.

Dear Prospective Employee,

Thank you for your interest in joining KTM Solutions. Here at KTM, we stand out among engineering companies as something new, fresh, and innovative. In a similar way, we seek to provide an experience for our employees that breaks the typical industry mold.

Throughout my career as a mechanical engineer, I've greatly enjoyed a number of the assignments I've worked on. One of my most fulfilling assignments was the BRAVE 3000 program at the Boeing Military Airplane Company in Wichita, Kansas. Working on this project meant creativity, experimentation, and innovation. I was fortunate enough to work with a team of engineers who were considered the best in their class. We worked together, contributing to something bigger than our individual work. Our group had unparalleled support and encouragement from the top of the organization. It was exciting to work with a team and know that we were truly accomplishing something.



It is my sincerest desire that each employee at KTM will encounter the same excitement, teamwork, and appreciation that I've had the privilege of experiencing. At KTM, you will find the satisfaction of working with a team of dedicated individuals who are respected and appreciated for the value they bring both to our company and to our clients. KTM Solutions is a place where each employee embarks on exciting challenges, experiences accomplishment through teamwork, and knows the satisfaction of succeeding together.

Best wishes in your job search and I hope that you might find a home at KTM.

**Paul V. Kumler**

*President, KTM Solutions, Inc.*

## Administration at KTM Solutions

### A People-Centered Workplace

KTM is a people-driven company. We understand and recognize that it is only through the support of many people—employees, clients, family, and friends—that a company can truly succeed. Giving these people due respect and appreciation is central to how this company operates.

### Flexibility

Everyone works differently. At KTM, we understand that people have different ways of fostering productivity. Because of this, we try to be flexible and let our employees create for themselves a work environment that is conducive to professionalism and creativity.

### An Environment of Respect and Trust

At KTM, we understand true professionalism to mean mutual respect, responsibility and trust in the workplace. These traits are foundational to our work environment and to our success.

### Diverse Challenges

KTM's unique position in the engineering world means that our employees have the opportunity to solve a variety of challenges and develop new skills every day. KTM's diverse jobs and clientele make every day fresh and exciting. You never know what you might encounter.

### Creative Freedom

There is no substitute for passion and creativity. At KTM Solutions, we strive to foster these traits by allowing our employees a great deal of creative freedom. We believe that creative freedom allows everyone to push the so-called limits and discover new and innovative solutions. At KTM, we value your ideas and give you the freedom to unleash your creativity.

## Careers

### Office Administrators

Administrators responsible for development and support of HR processes as well as compliance with all HR legal requirements. Office administrators make sure that all facilities are maintained and that the work environment is safe.

- Business degree preferred.
- Previous office administration and HR experience a plus.

### Financial Administrators

Administrators responsible for managing and reporting KTM financial performance as well as conducting predictive analysis. Financial administrators seek to maximize financial performance throughout the entire company. Financial administrators are also in charge of accounts payable, accounts receivable, and payroll.

- Business or finance degree preferred.
- Previous financial or administrative experience a plus.

### Contracts Administrators

Administrators in charge of authoring, maintaining, and validating KTM contracts with clients and vendors. Contracts administrators work directly with clients and insure that all work is authorized and billable. Contracts administrators manage and maintain all company commitments.

- Business degree preferred.
- Previous experience with contract authorship and validation a plus.

### Managerial Positions in Administration

Managerial administrators oversee office, financial, and contracts administration. Working closely with both clients and KTM employees, these administrators are responsible for the support systems required to ensure successful implementation of KTM's business plan. Managerial administrators must have excellent communication and leadership skills.

- Four-year degree required.
- Previous managerial experience preferred.
- M.B.A. or higher a plus.

\*For all senior level positions, experience in aircraft and automotive is required.

\*Full-time and part-time positions available.

### Want to learn more?

Read detailed job descriptions and see a list of openings at:  
[www.ktmsolutions.com/careers](http://www.ktmsolutions.com/careers)

## Compensation & Benefits

At KTM Solutions, we offer our employees competitive base salaries as well as bonus opportunities. In addition to basic compensation, we offer our full-time employees an excellent benefits package. This package includes:

- Quarterly and Yearly Bonus Opportunities
- Medical Insurance
- Life and Disability Insurance
- Ten Paid Holidays Per Year
- Flexible Scheduling
- Paid Time Off
- Company Sponsored IRA
- Continuing Training and Education

## Greenville, SC

KTM Solutions' home offices are located in the beautiful city of Greenville, South Carolina. For a number of years, Greenville has been featured in *RelocateAmerica's* "Top 100 Places to Live in America." The area's temperate climate, active arts scene, affordable housing, and wide selection of shopping and restaurants make it an ideal place to live. Greenville County schools have received excellent ratings, including multiple schools featured in *Newsweek's* Best High Schools in recent years. Likewise, the Greenville County Hospital system has been ranked in the nation's top 50 hospital systems by U.S. News for two years running. As the home of Clemson University's International Center of Automotive Research, Greenville is an especially active center for engineering and technical innovation.

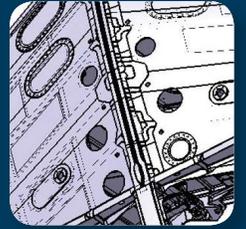
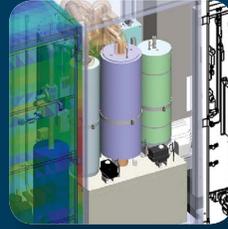
## Think you've got what it takes?

KTM Solutions seeks highly-motivated team players with a passion for design and innovation. We look for communication skills, dependability, creativity, professionalism, and the desire to learn from and teach others. Does this describe you? If so, you might have what it takes to join KTM and become the professional you've always wanted to be.

## Apply Today

To apply for a position at KTM Solutions:

1. Download an application for employment at [www.ktmsolutions.com/careers](http://www.ktmsolutions.com/careers).
2. Email your completed application, resume, salary requirements, and date of availability to [careers@ktmsolutions.com](mailto:careers@ktmsolutions.com).



[www.ktmsolutions.com](http://www.ktmsolutions.com)

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