

Agr International, Inc. has served the packaging industry as a leading supplier of quality assurance equipment for 90 years. We offer a wide range of equipment for the laboratory and on-line container production settings. Our equipment incorporates multiple technologies including infrared light absorption, sonic, capacitive sensing and vision-based technology.

Agr International, Inc. is located in Butler, Pennsylvania (approximately one hour north of Pittsburgh). For additional information about our company and products, please visit our website at www.agrintl.com.

We are seeking a part-time Order Coordinator for our Orders Department.

The work schedule will be approx. 24 hours per week. Depending on workload, more or less hours may occasionally be available.

We will be looking for the following qualifications:

- High school graduate. Some college-level business courses or Associate Degree in Business would be a plus.
- One to two years of experience working in a customer service related position.
- Experience working in a manufacturing environment.
- Experience with an ERP/MRP system.
- Ability to work independently, detail oriented, accurate.
- Good word, excel, and math skills.
- Experience as an operator/receptionist would be a plus.

Job duties will include processing customer orders and preparing quotations, responding to customers and following up regarding order status, resolving customer questions and issues, working with other departments to ensure timely shipments, communicating repair and technical information to customers, filing, relief operator/receptionist.

For consideration, please email resume and cover letter to ordercoordinator@agrintl.com
U.S. Workers Only. EOE