

Agr International, Inc. has served the packaging industry as a leading supplier of quality assurance equipment for over 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 **HR/Safety Assistant** to assist in administering our human resources and safety functions.

Job duties will include the following: employee benefits, employee orientations, company policies and procedures, employee activities, employee services, records maintenance, career fair attendance, recruiting, employment activities, SDS software and records, annual building evacuation, worker's compensation claims, OSHA recordkeeping, safety committee, safety training, arranging CPR/First Aid/Fire Extinguisher training, etc., while complying with all applicable state and federal regulations.

Qualifications:

- Two to four years of experience in human resources and safety duties.
- Associate Degree in Business, Human Resource Management, or Safety; Bachelor's Degree would be a plus.
- Ability to work independently, detail oriented, accurate.
- Experience with Microsoft Office products required.
- Experience with HR software would be a plus.

We offer a competitive salary and comprehensive benefits package.

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