

Agr International, Inc. has served the packaging industry as a leading supplier of quality assurance equipment for over 95 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](http://www.agrintl.com).

We are seeking an **Administrative Assistant** for our Manufacturing Department with the following qualifications and skillset:

- Minimum of an Associate Degree in Business Administration, Computer Information Systems, or equivalent experience.
- Two to four years of experience in office administration, business or management information systems
- Proficient in the use of personal computer systems and software (Word, Excel, Adobe Acrobat, and Power Point); capable of establishing base system requirements.
- Must be detail-oriented, have ability to multi-task, and maintain confidentiality of work
- Understanding of cost systems and cost drivers including: direct labor; direct material; indirect cost; and overhead application methods

Job duties will include but not be limited to the following:

- Coordinate ordering of supplies for the Manufacturing group
- Assist in day-to-day shop floor time and attendance record keeping
- Utilize corporate Management Information System to gather and analyze data as required
- Gather data and assist in preparation and monitoring of budgets
- Assist the Management Information Systems Department when necessary and coordinate Manufacturing activities as necessary to support the information system
- Create and maintain consolidated Manufacturing measurements reports
- Create and maintain standard forms for acquiring, recording, and distributing key information to support various manufacturing processes

We offer a competitive salary and comprehensive benefits package.

For consideration, please email resume to [AdmAsst@agrintl.com](mailto:AdmAsst@agrintl.com)

U.S. Workers Only. EOE.