



101 Industrial Drive
Grove City, PA 16127

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pineinstrument.com

Pine Instrument Company has an entry level Administrative Support opening for a well-organized, detail oriented, hands on individual to assist in the accounting, administrative and stockroom areas. The ideal candidate must be comfortable counting and organizing inventory, sorting and organizing paperwork, performing data entry, confirming data accuracy and reconciling paperwork/data/inventory discrepancies.

QUALIFICATIONS

- High School Diploma
- Basic computer skills
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks
- Well organized

ESSENTIAL FUNCTIONS

- Sorting and organizing paperwork
- Confirming data accuracy and reconciliation
- Counting and organizing inventory
- Data entry and word processing
- Scanning and uploading documents
- Other administrative duties as needed

THE CHOSEN CANDIDATE WILL ENJOY

- A sound and well-established company
- A healthy work environment
- A family-oriented culture of caring for each other
- A balance of work, life, and family
- A competitive salary with excellent benefits
 - Medical, Dental, and Vision Insurance
 - HRA and FSA
 - Life, A.D.&D, Short-term Disability, Long-term Disability Insurance
 - 401k Match and Profit Sharing
 - Educational Assistance Program
 - Paid Time Off (PTO)
 - Unpaid Time Off (UTO)

Thriving at PINE Instrument Company requires embracing Pine's Vision of Success:

Lead with Compassion - Follow with Respect - Interact with Integrity - Labor with Diligence - Invest with Wisdom

We are an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

To be considered for this position, you must apply at www.pacareerlink.pa.gov, posting # 16169741