



**Position Title:** Administrative Manager

**Company:** Pine Instrument Company (<https://www.pineinstrument.com/>)

**Location:** Grove City, Pennsylvania, USA

**Description:** The Administrative Manager's primary responsibility is to ensure all Pine entities comply with applicable laws, regulations and ethical standards in the areas of Accounting, Environmental Health and Safety, Human Resource Management and Import / Export Controls. As a member of the leadership team, the Administrative Manager will provide both leadership and direct assistance throughout the organization.

**Key Accounting Responsibilities**

- Maintain interactive relationship with outside accounting firm.
- Maintain current understanding of applicable laws and regulations.
- Oversee and participate in the AP, AR, Payroll and Sales tax processes.
- Participate in the Month-end and Year-end processes.
- Act as direct liaison between the company and regulatory agencies.

**Key Environmental Health and Safety Responsibilities**

- Maintain interactive relationship with outside consulting firm.
- Maintain current understanding of applicable laws and regulations.
- Provide training and guidance to company employees concerning environmental compliance.
- Work with maintenance team to ensure compliance practices are executed.
- Act as direct liaison between the company and regulatory agencies.

**Key Human Resource Responsibilities**

- Maintain interactive relationship with outside legal and compliance firm.
- Maintain current understanding of applicable laws and regulations.
- Oversee employee recruitment, retention and workforce development activities.
- Act as direct liaison between the company and regulatory agencies.

**Key Import/Export Responsibilities**

- Ensure accuracy of import/export and U.S. Customs documentation.
- Coordinate and manage the import/export activities within the organization.
- Responsible for the development and implementation of import/export policies and procedures.
- Manage import/export documentation and shipments.

**Minimum Educational Requirements:** Bachelor's degree in Business or a closely related field.

Minimum fifteen years' experience.

- Effective interpersonal, communication, presentation, and organizational skills.
- Able to work independently.
- Fluent in English language (verbal and written).
- Valid USA driver's license and acceptable driving record.



- Must be legally authorized to work in the USA.

**Working Environment:**

As a member of our organization, you will be part of a dedicated and close-knit team who enjoy working together to provide excellent products for our customers.

The chosen candidate will enjoy:

- A sound and well-established company
- A healthy work environment
- 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)

In order to comply with federal equal opportunity recordkeeping and other reporting requirements, PINE asks all applicants to provide us with certain demographic information. Providing this information is strictly voluntary and will be kept confidential and separate from any resumes or other material submitted. It will not be used in determining employment at PINE. In order to complete this document, go to [www.pineinstrument.com / Careers / Invitation to Self-Identify](http://www.pineinstrument.com / Careers / Invitation to Self-Identify) and follow the directions. <https://www.pineinstrument.com/self-identification-form/>

Thriving at PINE 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 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.

Applicants who do not meet the basic qualifications for the position will be not considered.