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*We are  
hiring*



## Job Announcement

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### About Pearson Packaging System

Grow alongside Pearson, as we disrupt the packaging industry with innovative ways of solving our customers' automation needs. Challenge the status quo, apply new ways of thinking and help us dominate the secondary packaging automation market.

With our portfolio of case erectors, robotic top-loaders, sealers and robotic palletizers, Pearson Packaging Systems helps a diverse set of high-volume manufacturers and distributors in the food, beverage, personal care, household and industrial chemical, pharma and distribution industries overcome labor cost and supply, safety, quality and throughput challenges. Since our inception, nearly 70 years ago we have deployed over 23,000 machines.

To be able to deliver on our promise to our customers, maintain our values of integrity, service, and continuous improvement, and sustain growth rates above industry expectations, we look for people who care – care to make a difference and go the extra mile to exceed customer expectations, both internally and externally.

### Project Coordinator

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**Salary Range: \$32 to \$39 per hour**

#### Your role with us:

The Project Management Coordinator provides support to the project management team by assisting in planning, scheduling, and executing projects. They help ensure that project goals and objectives are met on time and within budget by tracking progress, organizing resources, and maintaining clear communication among stakeholders.

#### Does this sound like you?

**You are a strong communicator.** You can communicate across a wide variety of departments and with customers in a way that is both professional and adaptive.



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**You are organized and detail oriented.** You are the most organized person you know, and consistently deliver accurate work. You can easily track and report on multiple projects, phases, and issues with attention to detail.

**You can navigate through change.** You see change as an opportunity to improve rather than an obstacle to overcome. You have an innate ability to create order out of chaos in a fast-paced, multi-tasking, fluid environment with ever-changing priorities.

## How you will contribute to our growth:

Through your ability to analyze, organize and input data into our various systems, including Epicor, our ERP system.

Your ability to work well under pressure and meet deadlines will allow you to support our Project Management team to ensure that we are delivering projects on time and within budget.

With your focus on creating and maintain project documentation, ensuring all files are organized, updated and accessible to team members. As well as your preparation of project documentation, including technical documents and documents used for budget tracking and financial purposes.

With your basic knowledge of project management methodologies and your willingness to take on smaller, aftermarket sales projects, supporting customers through completion of the project.

By problem-solving and effectively communicating with internal departments and our customers to ensure total customer satisfaction.

## What you will need to succeed:

- 1-3 years experience in project coordination, project management, or administrative support in a project-based environment. Degree preferred (AA, BA). Experience in a manufacturing environment preferred.
- Strong skills in the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and time management skills with attention to detail.
- Problem-solving abilities and adaptability in dynamic project environments.
- Multi-tasking and prioritization skills to manage various administrative and project-related tasks.
- Team collaboration skills and a willingness to assist project managers, clients, and other team members. Excellent written and verbal communication skills.

## What we offer you:



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**PEARSON**  
PACKAGING SYSTEMS

- Competitive industry compensation
- Our top-tier Health and Wellness Plan offers ease of mind and ensures that you and your family are well taken care of.
- Career advancement opportunities within Pearson and expert training in a skill set for which the sky is the limit.
- Time and time again, we have been recognized amongst the most progressive workplaces in our industry.
- 401K & Matching Contributions.
- Tuition reimbursement program.

## Ready to join us?

Email your resume and letter of interest to [Jobs@PearsonPKG.com](mailto:Jobs@PearsonPKG.com)

