
*We are
hiring*



Job Announcement

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.

Executive Administrator

Salary Range: \$63,274-\$100,000

Your role with us:

We are seeking a highly skilled and self-motivated Executive Administrator to provide high level administrative support to the CEO, CFO, COO, and CSO ensuring operational efficiency and acting as a liaison to ensure effective communication among executives and across all departments. The ideal candidate will possess a systems thinking mindset with adept strategic decision making skills. They will excel in managing complex administrative responsibilities, ensuring the seamless execution of tasks, and maintaining a professional and confidential environment.

Does this sound like you?

You have advanced administrative skills. You have experience working with C-suite executives, Board of Directors and Shareholders. You can provide administrative support to senior executives coordinating meetings and preparing materials and also support them with project work, dealing with complex tasks and sharing strategic insights to support execution of organizational initiatives. You are adept at planning and coordinating



company events and executive sponsored visits ensuring the best presentation of the organization to internal and external stakeholders.

You are a strong communicator. You liaise effectively within team environments and are able to build strong relationships that help you to facilitate effective communication internally and externally. You can handle sensitive and confidential information, sharing as much as is necessary and prudent to achieve the the executive objective.

You work well under pressure. You know how to identify and respond with urgency to time-sensitive situations without losing your cool. Ensuring timely completion of tasks under tight deadlines fuels you and you know how to focus and accomplish those tasks while balancing changing priorities seamlessly.

You can navigate through change. You see change as an opportunity to improve rather than an obstacle to overcome.

How you will contribute to our growth:

Your effective support of the executive team and facilitation of timely and relevant communication within the organization will allow our executives to focus on achieving business outcomes.

The way in which you represent Pearson and the executive team will inspire confidence in our external stakeholders and ensure the organization continues to be seen as a trusted partner.

By building effective relationships between teams you will be an integral part of breaking down communication barriers and helping others to collaborate in problem solving resulting in better future outcomes.

What you will need to succeed:

- Bachelor's degree in a related field
- Minimum of 5 years experience supporting C-suite executives, preferably in a manufacturing environment

What we offer you:

- Competitive industry compensation
- Our PPO Health Plan that offers low employee premiums; Pearson pays for over 90% of healthcare costs for individuals and over 80% for dependents
- Flexible Spending Accounts; Use tax-free money to pay for eligible healthcare or childcare costs
- A company-sponsored EAP program; Get free guidance counseling, legal advice and discounts on legal appointments, Medicare/Medicaid advice, and more.
- Company-sponsored life insurance with the option for additional voluntary life insurance

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PEARSON
PACKAGING SYSTEMS

- 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

