



## ADMINISTRATIVE ASSISTANT

**Ecological Land Services, Inc.** (ELS) is seeking a full-time **Administrative Assistant** to join our motivated team of professionals!

ELS is an environmental consulting firm serving the Pacific Northwest and Southeast Alaska. We specialize in land, water, and shoreline projects involving wetlands, streams, wildlife, habitat, and endangered, threatened, and sensitive species.

### Summary of Duties

Successful candidates will be detail-oriented, organized, and able to work collaboratively in a team setting. The **Administrative Assistant** will provide support to our main office and branch offices. Other responsibilities and requirements include:

- Working from the front desk of our Longview office, the **Administrative Assistant** will maintain a professional, friendly image by providing efficient, courteous service to clients via phone or in person.
- Providing effective interpersonal, written, and verbal communication skills.
- Maintaining and organizing office supplies.
- Operating basic office equipment and machines, such as fax and postal machines.
- Receiving information for and tracking project leads.
- Providing administrative services, including project set up, data entry, data tracking, and document preparation.
- Scheduling, coordinating, and facilitating meetings. This includes developing agendas, compiling, and distributing materials and recording minutes.
- Providing administrative support to technical staff. This can include providing printed materials and project research.
- Ensuring accuracy of client and project information for internal management.
- Supporting the Human Resources and Accounting departments by performing tasks, including but not limited to: reviewing contracts, acquiring certificates of insurance, managing and implementing the safety program, and assisting with client invoicing, receipts, and collections.
- Providing support to field technicians. This can include monitoring vehicle maintenance logs and coordinating maintenance scheduling.
- Providing support to Company President, Board and Officers of the Corporation, and shareholders with administrative tasks conducted in the affairs of day-to-day business and corporate management with tasks, including but not limited to: meeting scheduling and meeting minutes, logistics and travel arrangements, reimbursement tracking, seeking quotes for outside services, and managing corporate documentation.
- Maintaining confidentiality of sensitive information.

- Ability to work independently and creatively to accomplish assigned tasks as well as self-initiated activities.
- Ability to adapt to changing priorities in an efficient manner.
- Ability to learn and efficiently utilize new programs and databases quickly.

### **Desired Qualifications**

- High School or GED minimum
- Proficiency in Microsoft Office programs including Word, Outlook, and Excel.
- Knowledge and experience in various accounting tasks, including, but not limited to, invoicing, accounts receivable and payable, certificates of insurance.

### **What can Ecological Land Services offer you?**

- The pay ranges from \$24.00-\$27.50 hourly (depending on experience).
- Benefits, including retirement plan with Company match, Company paid medical, dental and vision insurance; a Company paid life insurance and long-term disability policy; and a Health Savings Account (HSA), or a Health Care Flexible Spending Account, (FSA) (depending on the type of health insurance plan chosen).
- PTO and paid holidays; work/life balance is a priority.
- Continuing education is encouraged and supported.
- A fantastic office location! Our main office is centrally located in Longview, WA, with branch offices located in Bremerton, Bellingham, Washougal, and Sunnyside, WA.
- A dynamic team that is supportive, friendly, and fun.

### **What is it like to work at ELS?**

In a recent survey, employees were asked, “What do you like most about working at ELS?” The number one response was “my co-workers”.

ELS cultivates an enjoyable and exciting workplace culture with a flexible working environment. We provide support, promote development within the company, and encourage training and attainment of specialty certifications to further employee expertise.

We are members of many industry organizations to help promote relationships within our field of expertise, to stay tied to our community, and to facilitate the professional development of our staff.

### **How do I apply?**

Applications for this posting will be accepted electronically. To be considered for this position you will need to provide a resume and a list of references. Incomplete applications will not be considered. For consideration, please email your resume to [resume@eco-land.com](mailto:resume@eco-land.com). This position will remain open until filled.

**We are proud to be an Equal Opportunity Employer.**