

Job description

Associated Earth Sciences, Inc. (AESI) is actively seeking administrative assistant/front desk coordinator for our busy Kirkland Office.

AESI is a multi-disciplinary, professional consulting firm that has provided integrated geotechnical engineering, environmental, and hydrogeological services in the Pacific Northwest since 1981 to clients in both the private and public sectors. AESI's staff of approximately 70 includes geotechnical engineers, licensed geologists, hydrogeologists, and environmental engineers.

The applicant must be a team player as well as have the ability to work independently.

This is a full-time hourly position: Monday – Friday 8:00am to 5pm with little to no overtime and hours may vary slightly depending on workload.

This is an in-office position with no remote work currently available.

Responsibilities:

- Customer service experience. This role requires client interaction both on the phone and by email.
- Answering phone calls. Average 15-30 calls daily.
- Mail: copy checks, date stamp invoices & contracts. Stamps.com experience a plus.
- Maintaining inventory and stocking office supplies.
- Health and Safety meeting coordinator.
- Manage and maintain multiple data spreadsheets. (Excel)
- Company morale and teambuilding events. Including ideas, organization, set up, breakdown and participation.
- Other tasks as they arise.

Attributes:

- Positivity
- Energy
- Reliability

Skills:

- Intermediate Office 365 (specifically Word, Excel, TEAMS, Outlook)
- Beginner/Intermediate SharePoint (not required but very helpful)
- Multi Line Phone system (answer calls in a professional manner, transfer calls, manage voicemails)
- Intermediate Adobe Acrobat (edit PDF's, signatures, stamps, bookmarks, page arrangements)
- General Windows PC knowledge (printing, using file explorer)

Associated Earth Sciences, Inc. offers a casual and flexible work environment, friendly atmosphere and dedicated employees. AESI is an equal opportunity employer with competitive pay and benefits.

Hourly compensation and benefits depend on experience.

Qualified applicants will be subject to a background check prior to employment.

Hours: Full Time, 8 hour shift, 1 hour lunch, breaks

Salary: From \$20.00 per hour

Benefits: Yes

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Health savings account
- Paid time off
- Vision insurance

Education: High school or equivalent (Preferred)

This Job Is:

- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more.
- Open to applicants who do not have a college diploma.

Benefit Conditions:

- Waiting period may apply
- Only full-time employees eligible

Work Remotely:

- No