

Office Administrator

AIRTEST Co. Inc., a premiere HVAC Test & Balance firm located in Issaquah, is seeking a full-time **Office Administrator** to provide contract administration, general administrative support and light bookkeeping duties. The ideal candidate is all about the details and takes pride in accuracy and being a team player. This is a casual, quiet, smaller office setting.

The Key Responsibilities of the Office Administrator Includes:

- Contract administration, including insurance certificates and Public Works documents.
- General administrative support, answering phones, filing, and maintaining office supply requests.
- Light bookkeeping duties including deposits, A/P, expense checks, credit card reconciliation, fixed assets, and preparing the State and local B&O and Use taxes.
- Processing reports from the payroll service and preparing union dues.
- Maintaining the tracking, spreadsheets and documentation for vehicle loans, maintenance, and repairs, business license renewals, reseller permits, instrument repair & calibration, and safety education.
- Other projects as assigned.

The successful candidate will:

- Have 3+ years of office administration experience including contracts and bookkeeping. Construction background is ideal.
- Have a basic working knowledge of accounting concepts, practices & procedures.
- Have a strong work ethic and thrive at being in an environment with checks and balances.
- Have Experience with small business accounting software.
- Be proficient with Microsoft Office applications including Word, Excel, and Outlook.
- Be highly organized, deadline driven and detail-oriented.
- Be a self-starter that operates with a sense of urgency, ownership and a high level of accuracy.
- Love to learn and grow with a positive, fun attitude.
- Have the ability to multi-task and prioritize as needed.
- Have strong verbal and written communication skills and be able to work as part of a team and independently; be flexible, proactive and ask questions when issues arise.

Outstanding Benefits include:

- Competitive compensation
- Health and dental with 100% company paid premium
- Generous PTO and paid holidays
- Simple IRA with company match

For over 20 years, **AIRTEST Co. Inc.** has provided a variety of high-quality commercial HVAC test and balance services, primarily in the Pacific Northwest, to hospitals, high-rise office buildings, educational facilities, institutional and industrial buildings. The culture at **AIRTEST Co. Inc.** is a unique blend of integrity, hard work and flexibility. If you would like to be a part of this dynamic company, submit your cover letter, resume and salary requirements to jobs@allthings-hr.com.

AIRTEST Company Inc. has partnered with All Things HR, an external HR Consulting Company, to assist with their hiring process.