

international test & balance

2100 Sanders Rd
Suite 300
Northbrook, IL 60062
Phone (847) 759-1800

17135 W. 10 Mile Rd
Suite 112
Southfield, MI 48075
Phone (248) 559-5864

Office Administrative Assistant

Northbrook, Illinois

International Test & Balance is looking for an office administrator's assistant, experienced, hardworking, detailed oriented and organized. Must be good with people. Work with employees and customers on a daily basis. This position includes full time employment complete with highly competitive benefits package.

Essential Functions and Responsibilities include but not limited to:

- Support sales staff in project entry in company accounting system and preparing all needed information for the project, i.e. printing drawing, Insurance certificate
- Execute daily HVAC report using an HVAC database (AirNab)
- Assist in accounting activities i.e. Certified Payroll, project waiver, AIA Billing..etc
- Maintain and update company vehicle certifications, i.e. license plate renewal and insurance.
- Maintain and update calibration certificate for all field equipment
- General Office Duties i.e. UPS, FedEx shipment, data filing, ordering office supplies.

Candidates must possess:

- Proactive self-starter with the ability to work both collaboratively and independently
- Respectful, professional, trustworthy and positive and detail-oriented, exercise good judgment and take initiative.
- enthusiastic, energetic, friendly and fast learner and organized
- Must be detail-oriented and a team player and Ability to multi-task
- Must be extremely organized
- Good communication/interpersonal skills
- Solid computer skills with proficiency in the use of Microsoft Office Products such as Excel and Word. Knowledge in ComputerEase and AirNab is a plus.

Benefits:

- 401(k) with company contribution
- Medical and vision insurance
- Paid Holidays & PTO
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International Test & Balance. is an equal opportunity employer. www.inttb.com

For inquiry, please send resume to Tina Rogers (trogers@inttb.com)

