



“Providing a Balanced Approach to Natural Resource Management”

Position Announcement

Position: Office Administrator

FT/PT: Full time hourly with benefits, reports to HR/Operations Manager

Location: Moscow, Idaho

Northwest Management, Inc. (NMI), a full-service natural resource consulting firm is seeking an experienced Office Administrator. This position is responsible for maintaining the efficiency of the office environment and provides support for all staff, including executives and managers. Proficient communication skills and experience working on multiple projects concurrently is a must.

Job Functions and Responsibilities:

- Ensures business and professional licenses are renewed and requirements are met
- Format letters, documents, charts, presentations using Microsoft office software
- Manages company advertisements which may include webpage update, company newsletters, etc
- Maintains correspondence with web page developers and performs basic update of webpage.
- Manages company newsletter for content, printing and mailing
- Responsible for updating company advertisements, business cards, exhibit boards, etc as needed
- Arrange travel, room accommodations, and catering/venues for special events, as necessary
- Assist in supporting our company culture by creating employee events and opportunities for social interaction.
- Manage all insurance policies and claims
- Complete professional liability insurance applications annually
- Performs clerical and general office duties as needed
- Answer phones and greet walk-in clients and provide customer service
- Responsible for daily pickup and drop off of mail and distribution to appropriate department. Package and mail any FedEx, UPS or other mail carrier packages
- Directs incoming emails to appropriate department manager
- Maintains office supplies and ordering system
- Management of all office equipment
- Approve invoices for office related billings
- Participates in staff meetings with office personnel adding to agenda as necessary
- Assist Human Resource manager as needed
- Performs other incidental related office duties as required and assigned

Minimum Qualifications:

- 2 years' experience in an office setting
- 2 years of business and/or communication focused education
- Strong written and verbal communication skills, including spelling and grammar proficiency.
- Ability to coordinate a workload with multiple projects and deadlines
- Ability to work independently, exercise initiative and sound judgement
- Possess strong interpersonal skills to interact positively with all employees
- Ability to maintain confidential information and security of private information
- Ability to use sound discretion and judgement in management situations
- Possess excellent customer service skills

- Flexibility and adaptability to new tasks and assignments
- Good verbal communication, spelling, grammar and written skills
- Proficient with computer software including Microsoft Office Suite and Adobe InDesign; Use of other pertinent software a plus; comfortable learning new software

Preferred Qualification

- Basic knowledge of Natural Resource and Forest Industry
- Knowledge and experience in marketing
- Working knowledge of Word Press web editing
- Experience with Adobe Creative Cloud

Salary and Benefits:

- Pay range: \$15.50 - \$19.50 DOE
- Rewarding work with a great team of people
- Paid holidays, vacation, and sick leave
- Healthcare and Health Reimbursement Plan (HRA)
- Disability Plan
- 401(k) retirement plan with company contribution

Closing Date: First consideration given to those who apply by October 26. Open until position filled

Please respond to Tierra Moser, Human Resources Manager, careers@northwestmanagement.com if you are interested in this position. Visit our web page: www.northwestmanagement.com and click “about us” then “join our team” to download an application to be sent with a resume to Tierra Moser, HR Manager at careers@northwestmanagement.com

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