



Administrative Assistant

Entry Level

Full Time - Nonexempt

Position No. 1.7.1.3

Environmental Lab in Billings Montana has an opening for an Office Administrative Assistant.

Founded in 1952, Energy Laboratories, Inc. (ELI) is a commercial analytical laboratory specializing in organic, inorganic, trace metals, microbiological and radiochemical analysis of water, waste, soil, air and petroleum product samples. Energy Laboratories, Inc. is an independent environmental testing laboratory whose continued success depends upon providing quality services to municipalities, state and federal government agencies, and the private sector. ELI has extensive experience with energy and mining related industries.

Primary duty is to prepare invoices, oversee the electronic report deliverables to clients and responding to client inquiries. Other duties include but are not limited to directing incoming calls to appropriate departments, scanning, greeting walk-in clients and other general office duties. The successful candidate must work well in a team environment, be detailed oriented, an independent problem solver, fast learner and be able to work with little or no supervision in meeting deadlines. Being extremely organized, dependable, having excellent time management skills, and a strong sense of motivation are expected.

High School diploma and 1-2 years experience in office/customer service. Must be able to operate general office equipment and have a working knowledge with MS Office Suite.

Salary range is \$25,000 to \$26,000 annually depending on experience with the potential for wage growth with excellence job performance. A full benefits package including Health, Life, Long Term Disability Insurance and Cafeteria Plan. Other compensation provided thru Profit Sharing and Employee Stock Ownership Plan. Paid Time Off Plan is also offered.

Qualified individuals should submit a current resume with salary requirements on Indeed or to Human Resources, Energy Laboratories, Inc, P.O. Box 30916, Billings, MT 59107. Visit our website at www.energylab.com.