

**Position: Human Resource/Office Manager**

**Location: Bellingham, Washington**

Hours Full Time

Wage D.O.E.

All inquiries are confidential

GeoTest Services, Inc. provides a comprehensive suite of services to assist our clients with their project needs from design throughout construction completion. Services include geotechnical engineering, environmental, special inspection, construction materials testing, and building science services. Exceeding 26 years in business, GeoTest participates in some of the most interesting development projects in our region. Our company maintains three offices and two accredited construction material laboratories.

GeoTest is seeking to fill a Human Resource/Office Manager role in the Bellingham, WA office. This role will lead our administrative department including accounting, dispatch, IT, and human resources. We're looking for a highly organized person who will manager our administrative team on a full-time basis. The successful candidate will have excellent verbal and written communication skills and thrive in a hands-on environment with limited direct supervision. We seek an enthusiastic individual who is goal oriented and seeks to support company growth. This support position reports to the President with responsibilities and duties may vary depending on season, workload, and the needs of the Company and our clients.

The ideal candidate will have experience leading and supervising a multi-discipline team, assessing and understanding office culture. The HR/ Office Manager will work with a wide variety of staff and clients possessing diverse skill sets, specialties and backgrounds. The position will manage an administrative staff of approximately 6 team members.

**Qualifications:**

- College degree (or related work experience) in Business Management, Administrative Management and/or Human Resources field.
- Solid understanding of federal and state employment regulations.
- Previous leadership and management experience in office management and human resources.
- Ability to prioritize and multitask.
- Excellent written and verbal communication skills.
- Strong attention to detail and organizational skills.
- Proficient in Microsoft Office.
- Current driver's license and insurance.
- Proficiency in MS Office.
- Excellent customer service skills to interact with internal staff and external clients in a positive and courteous manner.
- Superior time management skills, detail-oriented, and adept at prioritizing among multiple tasks with competing deadlines.

- Analytical abilities and aptitude in problem-solving.
- Demonstrated ability to follow-through on designated tasks in an independent, accurate, and timely manner to produce a polished and professional product.
- Ability to work with sensitive documents and materials while maintaining a high level of confidentiality.
- Ability to collaborate with peers, clients and staff members in sometimes stressful and time-sensitive situations.
- Excellent interpersonal skills, including diplomacy and discretion.
- High degree of ingenuity, confidence, and resilience.
- Strong organization/project management skills.
- Able to sit, type, and perform computer work for long periods of time.
- Frequent use of hands/fingers for computer entry.
- Able to perform occasional bending, lifting, and reaching.

GeoTest offers a challenging work environment with a comprehensive compensation and benefits package. Please send resumes via email to: [Careers@geotest-inc.com](mailto:Careers@geotest-inc.com)

GeoTest provides equal employment opportunities to qualified individuals with respect to all terms and conditions of the application process in accordance with applicable federal, state and local laws and regulations that prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity or expression, veteran status or any other legally protected class in accordance with applicable federal, state, and local laws.