



Quality by any measure

Career Opportunity
Administrative Assistant

windtest north-america is seeking an administrative assistant to be based in our Estherville, Iowa, headquarters.

windtest north-america is a North American leader in high-quality, comprehensive testing, measurement, analysis and validation for clients engaged in wind energy and other industries. We work with wind turbine manufacturers, investors, lenders, developers, municipalities, colleges and universities, wind farm owners and grid operators to prove the validity, quality, efficiency, safety and long-term return on investment of their projects.

Our parent company, windtest grevenbroich gmbh in Grevenbroich, Germany, has been serving clients around the world for nearly 25 years. During that time, we've built a culture that values trust, reliability, quality, integrity, sustainability, collaboration and fair play.

At windtest, you'll be involved in something bigger than yourself. First, you'll be part of a team that pulls together to solve problems and provide precision data for our clients. Second, you'll be a key component in a larger effort to launch and maintain successful projects for our clients. Last but certainly not least, you'll be working in an industry – renewable energy – that is positively impacting the crucial global need for more sustainable forms of energy.

If our tagline, "quality by any measure," describes you, and you meet the requirements below, please [send us your resume and a cover letter](#) with "Administrative Assistant" in the subject line.

This is for 30hrs/week for now with the possibility to work more hours in the future.

PRIMARY RESPONSIBILITIES

- Provide administrative support to ensure efficient office operation
- Answer and direct phone calls
- Process mail
- Organize/coordinate travel
- Procure equipment and materials
- Process accounts payable/receivable
- Maintain financial books/records
- Interact positively with customers and fellow team members

BASIC QUALIFICATIONS

- 3+ years administrative experience
- Excellent written and verbal communication skills
- Self-motivation and positive attitude
- Ability to work well independently and as a member of a high performance team

- Ability to work proactively
- Good over-the-phone and in-person customer service skills
- Strong administrative skills
- Strong attention to detail and organizational skills
- Strong problem-solving skills
- Ability to juggle multiple projects with superb accuracy
- Must be computer savvy and proficient with Microsoft Office
- Intercultural competence

PREFERRED QUALIFICATIONS

- Bachelor's or associate degree in business administration

We look forward to receiving your application!

[windtest north-america](http://windtest-north-america.com)
2421 7th Avenue South
Estherville, IA 51334
info@windtest-northamerica.com