



Office Manager

Who we are:

NTS Environmental Science and Engineering offers a broad spectrum of environmental services, including consulting, engineering, engineering support, and data management to a wide range of clients around the Iron Range in northern Minnesota. NTS is proud to provide an employee-driven culture that fosters professional development and growth. Integrity, safety, client-focus, and excellence underline all we do. We offer a competitive pay and benefits package and opportunity for advancement.

Position Description:

NTS is looking for an Office Manager to join our team! The Office Manager is the main point of contact for incoming calls and visitors and the primary support for the Accounting Manager. The successful applicant will have an outgoing, positive attitude and a background in accounting. Primary responsibilities include, but are not limited to:

- Provide support to the Accounting Manager with A/P invoices, A/R cash receipts, bank deposits, and other tasks as determined by the applicant's experience and education;
- Support daily business operations:
 - Maintain an office presence, Monday – Friday, from 9 a.m. – 5 p.m.;
 - Answer phones, route calls appropriately, and greet walk-in guests;
 - Run errands, place orders, and maintain office, kitchen, and marketing supplies;
 - Process incoming and outgoing mail and packages, maintain postage meter;
 - Schedule meetings, arrange for food, and take meeting minutes;
 - Make travel arrangements and handle meeting/course/event registrations;
 - Scanning and archiving project documents, and filing;
 - Troubleshoot and schedule service for office equipment, including phones, printers, and fax; and
 - Coordinate building maintenance and oversee building cleaners.
- Plan a wide range of Company events, including Holiday parties, teambuilding activities, and the annual chili cook-off;
- Build and maintain strong professional relationships with clients and NTS staff; and
- Other duties as assigned or necessary.

Qualifications:

- Knowledge of accounting, data, and administrative management practices.
- Strong organizational skills and high attention to detail.
- Preference will be given to candidates with a two-year accounting degree.

Apply by mail or email to:

Northeast Technical Services, Inc., Attn: Justine Henry
526 Chestnut. St., Virginia, MN 55792
jhenry@netechnical.com

Northeast Technical Services, Inc. (NTS) is an Equal Opportunity, Affirmative Action Employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or status as a protected veteran.