



Administrative Assistant-Environmental Laboratory Division

Environmental Systems Service, Ltd. (ESS) is an environmental services firm located in Culpeper, Virginia for over 54 years. The company maintains a state certified environmental laboratory, which supports our Environmental Services Division, as well as performing analytical services on water, wastewater, and soil from outside clients.

Job Summary

The Administrative Assistant provides front-line administrative and clerical support to the Laboratory staff. This position answers phones, greets visitors, enters data, prepares reports and correspondence, and assists the Laboratory Manager with day-to-day administrative functions. The role helps ensure smooth office operations while maintaining a professional and welcoming environment for clients and visitors. This position requires a strong attention to detail.

Essential Duties and Responsibilities

- Greet customers and visitors and respond to routine inquiries
- Answer and screen incoming telephone calls; take and relay messages
- Communicate with
- Accurately prepare laboratory reports and compile statistical data
- Ensure all records follow environmental regulations and quality control standards
- Assist the Laboratory Manager with administrative and office tasks
- Compose, type, and distribute routine correspondence
- Organize, maintain, and file correspondence and records
- Prepare outgoing mail, emails, faxes, and other communications
- Make copies of correspondence and printed materials
- Provide general administrative and office support for Laboratory staff
- Escort visitors to appropriate areas or personnel as needed
- Perform other related duties as assigned

Benefits

- Two weeks of vacation after 12 months of continuous employment
- Five sick days per year
- Nine paid holidays
- Medical and vision insurance with a minimum employee contribution of \$50/month
- Company-paid dental, life, and long-term disability insurance
- 401(k) retirement plan

Equal Opportunity Employer