

NWRA

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NORTHWEST RESEARCH ASSOCIATES
Excellence in Basic & Applied Research

Office and Human Resources Administrator

NorthWest Research Associates (NWRA; www.nwra.com) is looking for an administrator for our Redmond, WA office who is interested in office and human resources administration and supporting senior management. This is a full-time position, but applicants wishing to work 75% time are also welcome to apply.

NWRA is a small (80-person), earth and space science business with three offices in the western US. Our Redmond office is our Headquarters. Because NWRA is a small business, the person employed in this position will necessarily wear many hats. The successful applicant will be asked to take the lead in general office support and infrastructure oversight, administer company benefits and insurance, and provide administrative support to senior management. Excellent written and spoken English is a requirement for this position. Applicants with a PHR or SHRM-CP certification, or the desire to obtain this certification in the near future, are encouraged. NWRA offers a generous benefits package, with medical, dental, life, long-term disability and care insurance, 401(k) matching contributions, and 5-weeks of earned personal leave per year. Salary compensation for this position will be commensurate with the level of experience in office and human resources administration. Please send resumé to HR@nwra.com.

NWRA is a federal contractor and an Equal Opportunity Employer for minorities, women, veterans and disabled individuals.