



Index Sensors & Controls, Inc.  
300 Harris Avenue  
Bellingham, WA 98225

**Administrative Assistant**

\$16 - \$19 an hour

Index Sensors, a well-established technology provider in the Automotive and Industrial sector, is looking for an organized multi-tasker with excellent communication skills to assist the General Manager with handling various tasks, providing general assistance and performing project management within the organization.

**Job Responsibilities:**

- Provide administrative assistance to the General Manager
- Coordinate with cross functional teams and provide internal project management
- Create and modify documents using Microsoft Office
- Provide receptionist backup as needed
- Record meetings and distribute actions as needed
- Special assignments and projects as assigned

**Job Requirements:**

- High attention to detail, organization and process  
In-depth understanding of entire MS Office suite (Excel, Word, PowerPoint)
- Ability to organize a daily workload by priorities
- Must be able to meet deadlines in a fast-paced quickly changing environment
- High level of confidentiality, discernment and judgment.
- Ability to be flexible in response to changing priorities and needs.
- Proven ability to manage projects, work under pressure and consistently make deadlines.
- Strong communication, oral and written.
- Ability to communicate clearly and effectively internally and with business partners.

**Compensation & Benefits:**

- Competitive compensation (DOE)
- Medical/Dental/Vision insurance
- 401K with Company Match
- Paid Holidays
- Accrued Time Off
- Gym membership reimbursement

**\*\*\*Please note: Index Sensors is currently located in the Fairhaven section of Bellingham, WA, but will be moving to the Arlington/North Marysville area in early 2022.**

Index Sensors & Controls is an EEO employer and a drug-free company. Please note that our drug-free policy includes marijuana and there are no exceptions for those with medical marijuana prescriptions.

Job Type: Full-time

Pay: \$16.00 - \$19.00 per hour