

Green Building Services, Inc. Seeks Office Manager

Green Building Services, Inc., a progressive, employee-owned professional services firm headquartered in Portland, Oregon is seeking an experienced office manager to join our team. The ideal candidate will have at least 5 years of office administration / office management experience and will be extremely comfortable helping oversee all aspects of office operations – AP/AR, HR, benefits, purchasing, contract management, etc. The ideal candidate will also have extremely good organizational and communication skills as well as exceptional computer skills. Additional consideration will be given to candidates who are proficient with Quickbooks and Access. Green Building Services, Inc. provides our employees with a fast-paced and enjoyable work environment, with opportunities for professional and personal development. We provide quality service to our clients, while ensuring the growth and well-being of our team. We have an excellent benefits package, including medical, dental, and stock ownership. Salary for this position will be dependent upon experience. The position will be based in our downtown Portland office and may require limited travel. All applicants should provide a cover letter and resume emailed to allyson@greenbuildingservices.com. No phone calls please.