

windtest north-america is seeking a full-time Business Administration and Acquisition Support to be based in our Estherville, Iowa, headquarters. This position combines the responsibilities of an executive administrative assistant with independent organizational and executional responsibilities for projects also related to acquisition and other areas.

windtest north-america is a North American leader in high-quality, comprehensive testing, measurement, analysis and validation for clients engaged in wind energy and other industries. We work with wind turbine manufacturers, investors, lenders, developers, municipalities, colleges and universities, wind farm owners and grid operators to prove the validity, quality, efficiency and long-term return on investment of their projects.

Our parent company, windtest grevenbroich gmbh in Grevenbroich, Germany, has been serving clients around the world for more than 25 years. During that time, we've built a culture that values trust, reliability, quality, integrity, sustainability, collaboration and fair play.

At windtest, you will be involved in something bigger than yourself. First, you will work under a friendly and supportive leadership team all while having the opportunity to work independently performing a wide variety of complex and confidential administrative responsibilities. Second, you'll be a key component in a larger effort to launch and maintain successful projects for our clients. Last but certainly not least, you'll be working in an industry – renewable energy – that is positively impacting the crucial global need for more sustainable forms of energy.

If our tagline, “quality by any measure“, describes you, and you meet the requirements below, please [send us your resume and a cover letter](#) with “Business Administration and Sales Support “ in the subject line.

PRIMARY RESPONSIBILITIES

- Provide direct administrative and project support to the chief operating officer
- Lead and support special projects and initiatives as assigned by the leadership team
- Work closely with the leadership team to ensure alignment with company goals
- Conduct research and prepare data as necessary to support decision-making processes
- Financial Project Management: Perform Financial evaluations for projects to ensure successful completion
- Support the chief operating officer in diverse Controlling tasks, provide input and support to the CPA for month-end reporting
- Organize acquisition activities, prepare meeting documents and presentations
- Attend meetings, take accurate notes and distribute relevant information as needed
- Monitor and update policies and procedures and manage regulatory agendas and record keeping
- Interact positively with customers and fellow team members

Please note this job description is not inclusive of all activities, duties or responsibilities that are required of the employee for this job. The job description is designed to include most of the duties and responsibilities of the position and activities may change.

BASIC QUALIFICATIONS

- Bachelor's or Associate's degree in business administration or equivalent experience
- Proven experience in administrative / executive assistant roles or in a similar role
- Independent judgment to plan, prioritize, and organize a diversified workload
- Exceptional analytical, organizational and problem-solving skills
- Detail-oriented with a high level of integrity and confidentiality
- Computer savvy and Microsoft Office proficiency (Word, Excel, PowerPoint)

PREFERRED QUALIFICATIONS

- 3+ years administrative experience with focus on business development or sales is a plus
- Bachelor's degree preferred
- Project Management experience
- Sales experience
- Experience in the energy/wind industry

CANDIDATE WILL POSSESS THE FOLLOWING SKILLS AND ATTRIBUTES

- Personable, friendly, customer-service oriented
- Ability to adhere to demanding deadlines when necessary
- Ability to work independently (minimum amount of supervision) and as part of a high-performance team
- Ability to think outside the box
- Intercultural competency (working together with international team)
- Ability to travel occasionally
- Strong written and verbal communication skills
- Desire and aptitude for professional growth

BENEFITS AND SALARY

We offer:

- Excellent benefits (4 weeks of paid vacation, paid holidays, pension plan and more)
- Generous sick leave
- Competitive salary

We look forward to receiving your application!

windtest-group

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