

## Administrative-Technical Report Processor

Retlif Testing Laboratories, a leading regional regulatory compliance testing laboratory, is seeking a full-time Administrative-Technical Report Processor to work in our Publications department. The individual will be responsible for generating test reports from information provided by our technical staff utilizing Microsoft Office Suite products.

### Requirements:

- Computer literacy with a strong proficiency in MS Office products.
- Minimum of 1-2 years of business office experience utilizing Microsoft Word with high productivity.
- Certificate in word processing a plus.
- Strong organizational skills and attention to detail.
- Ability to comprehend test data and generate clear and concise technical reports.
- Ability to perform multiple tasks and meet strict deadlines in a fast-paced environment.
- Strong interpersonal and communication skills.
- Ability to proofread reports prior to publishing for spelling, grammar, formatting and typographical errors.
- Must have a background that would permit the U.S. Department of Defense to issue a Secret Clearance, which includes US Citizenship.

The position is available immediately. Normal business hours are 8:00 am – 4:30 pm. We are an equal opportunity employer. We offer comprehensive benefits including medical, vacation and optional 401k.

Interested candidates may e-mail a cover letter with resume, along with salary requirements for immediate consideration to [smurphy@retlif.com](mailto:smurphy@retlif.com).