

NTA, Inc. in Nappanee Indiana, an independent building product testing laboratory is seeking a Certification and Test Lab Account Manager. The Account Manager must be technically competent to effectively communicate, promote and oversee all certification and testing programs assigned. This position includes office responsibilities as well as oversight and hands-on assistance on the lab floor.

The ideal candidate would be responsible for the following:

- Prepare proposals based on client inquiries and submittals and accountable for monthly and annual sales
- Plan, organize and work with laboratory manager on scheduling of all responsible tests
- Plan, organize and work with inspection staff on scheduling all related plant audits for certification programs
- Review final testing and certification work and write all formal reports internally and externally
- Ensure compliance of all related work to quality and procedure requirements
- Supervise staff related to assigned projects when needed
- Participate and industry groups or associates as needed like ASTM or ICC
- Communicate with employees and clients through the testing process regarding testing procedures, specifications and results
- Train test lab or inspection staff when needed on assigned testing or certification programs in accordance with quality procedures

The ideal candidate would have the following requirements:

- Knowledge of construction industry, building codes, ASTM standards and structural engineering is a benefit
- Must be technically competent or ability to learn to effectively communicate with employees and clients
- Ability to work independent or in a group
- Excellent written and oral skills
- Excellent Computer skills and experience in Microsoft Excel and Word is a benefit
- Strong group leadership skills

Salary commensurate with experience, benefits package includes health, dental, vision and 401k.