

Office Assistant Job Opportunity

KC Harvey is an environmental consulting and field services firm headquartered in Bozeman, Montana, with regional operations in Minot, North Dakota; Odessa, Texas; Marietta, Ohio; Casper, Wyoming; and Washington DC. We are currently seeking to hire an office assistant/intern for our Bozeman office. The position is part-time and starts as soon as possible.

Pay is dependent on experience and skills.

Projects and duties may include:

- Creating and managing Microsoft Excel spreadsheets
- Creating, formatting, and editing documents in Microsoft Word
- Taking and transcribing meeting notes
- Organizing data
- Assisting with office management tasks
- Making phone calls and corresponding professionally with clients, vendors, and staff
- Managing some office logistics (schedule training, flights, hotels, etc.)
- Assisting with website maintenance, social media updates, and other marketing tasks

Applicants must:

- Have a flexible schedule to work as needed
- Have a positive attitude and be willing to focus and work hard
- Have good professional communication skills, both written and oral
- Work well as part of a team
- Be organized and detail-oriented
- Listen to instructions and meet deadlines
- Participate in pre-employment drug and alcohol test
- Previous office experience is a plus
- Be proficient in Microsoft Word, Excel, Powerpoint, and Outlook and comfortable with learning new software

To apply, please submit a cover letter, resume and references to careers@kcharvey.com.

While this job description is for a position based in Montana, please understand that we are continuously recruiting and hiring the following types of people for all locations: environmental scientists, soil scientists, plant/weed/rangeland/forest/wetland ecologists, wildlife biologists, reclamation scientists and technicians, environmental/chemical/civil/geotechnical/water resources engineers, geologists/geoscientists, construction managers, business/accounting professionals, safety professionals, as well as seasonal labor positions. Please feel free to submit your application to careers@kcharvey.com for consideration for positions and locations other than the one described above.