

**Job Title:** Office Administrator  
**Location:** Bozeman, Montana

KC Harvey Environmental, LLC is an integrated environmental consulting and field services firm headquartered in Bozeman, Montana that provides soil, water, vegetation, and wildlife and reclamation services to clients in the oil and gas, energy transmission, mining industries and governmental agencies primarily in the Rocky Mountain region.

KC Harvey is seeking an Office Administrator for our office in Bozeman. Flexible hours can be arranged.

**Primary Responsibilities:**

- Respond to inquiries or direct them to the correct staff member
- Provide basic support for HR functions
- Organize and maintain employee and vendor files
- Assist managers with recruiting and onboarding new employees
- Update and maintain several safety compliance systems
- Assist employees with enrolling in employee benefits
- Provide information and assistance to staff, project managers, and executives in order to help them run the business and projects effectively and efficiently
- Provide support for accounting and administrative functions
- Monitor and order supplies
- Assist with website maintenance, social media updates, and other marketing tasks

**Qualified Candidate will have:**

- Previous office experience or a degree in business administration, marketing, finance, accounting, or human resources
- Excellent organization and time management skills
- Outstanding communication and interpersonal abilities
- Strong attention to detail
- Solid knowledge of MS Office, including Word and Excel
- Familiarity with QuickBooks is a plus

Salary is dependent on qualifications and experience. Candidates must be willing to maintain high professional and ethical standards. KC Harvey Environmental, LLC is a Drug Free workplace, and candidates will be required to participate in a pre-employment drug and alcohol screening.

To apply, please submit a cover letter, resume, and three references to [careers@kcharvey.com](mailto:careers@kcharvey.com).