

# KC HARVEY

ENVIRONMENTAL CONSULTING, ENGINEERING AND RECLAMATION FIELD SERVICES

KC Harvey Environmental, LLC is an environmental consulting firm headquartered in Bozeman, Montana, that provides environmental services to the oil and gas, energy transmission, mining industries and governmental agencies. We are seeking an Office Manager for our office in Bozeman. The Office Manager is a critical position for us, as this person will be the face of KC Harvey and is responsible for assisting all staff with coordination, organization, and management of office tasks. This position entails interaction with all types of people and backgrounds which requires a high level of approachability and enthusiasm. The Office Manager must be able to multitask and be highly detailed oriented, organized, and have the ability to prioritize tasks. This position may be part-time, and flexible hours can be arranged. A college degree is not required for this job. We are looking for someone who will stay with us for the long-term.

## Primary Responsibilities:

- Provide support for HR functions
- Organize and maintain employee and vendor files
- Assist managers with recruiting and onboarding new employees
- Update and maintain safety compliance systems and training database
- Assist employees with enrolling in benefits programs
- Assist staff, project managers and executives as needed
- Provide support for various accounting and administrative functions
- Monitor and order supplies
- Assist with website maintenance, social media updates, and other marketing tasks
- Schedule meetings, travel and trainings and manage logistics

## Qualified Candidate will have:

- Experience using Microsoft Office, including Word, Excel, Outlook and PowerPoint
- Professional behavior and team mindset
- Excellent organization and time management skills
- Outstanding communication and interpersonal abilities
- Strong attention to detail
- Previous office experience is preferred
- Knowledge of environmental, oil and gas, and/or mining industries is preferred
- No degree required, but a degree in business administration, marketing, finance, accounting or human resources would be preferred
- Experience in marketing, branding, and website/social media content is preferred
- Familiarity with QuickBooks is preferred

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 screening.

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