



Job Opportunity for Office Administrator

Office Administrator: Bozeman, MT Office

Job Description:

This position includes reception, bookkeeping, general office tasks, report production, and errands. It will also consist of cross-training with our office manager and project coordinator in Ajera, a specialized software designed for A&E consulting companies. The role will have extensive work in various other business software as well including the Microsoft Office Suite and Adobe Acrobat. It has growth potential into HR, marketing, project coordinating, technical editing, and accounting.

Our ideal candidate will be a dynamic team player with a positive attitude plus excellent communication, computer, and organizational skills. This position is Monday through Friday, 8:00am – 5:00pm.

Salary Range:

\$28 - \$30 / hr. Depending on Experience.

Minimum Qualifications:

- Requires 3 years' minimum of experience with the Microsoft Office Suite.
- 3 years' minimum of administrative experience.
- 3 years' (preferred) of customer service experience.
- Associates degree or higher preferred.
- Must have a valid driver's license and insurable driving record.
- US work authorization required.
- High level of personal responsibility, accountability, and analytical aptitude.
- Strong technical aptitude.
- Interpersonal skills to meet and communicate effectively (both written and verbal) with fellow employees, managers, contractors, and clients.

Benefits:

AESI offers full-time employees a comprehensive benefits package including Health Insurance, Dental Insurance, Vision Insurance, Disability Insurance, Retirement Savings Plan (ESOP/401(k)), Flexible Schedule, Health Savings Account, Life Insurance, Paid Time Off, and Bonus Pay and Profit Sharing. See <https://alliedengineering.com/careers/> for further details.

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