



Energy 1

Human Resources/Office Manager

Bozeman, MT

Energy 1 LLC is hiring Human Resources/Office Manager to join our Bozeman, MT office.

Energy 1 is a nationally recognized design, construction, and consulting firm specializing in turnkey energy solutions for high-end residential and commercial clients. We deliver engineering, contracting, operations, maintenance, and management services — all geared toward the creation of sustainable energy systems designed to ensure comfort, harmonize with their environments, and optimize cost efficiency.

This position reports to the Director of Finance & Administration. Specific duties include:

- Accountable for company day-to-day transactional HR.
- Review timecards and process multi-state semi-monthly payroll. Work closely with Accounting to process tax payments and quarterlies.
- Manage & administer PTO, health insurance and COBRA, 401k, and other benefit programs.
- Compliance, tracking, and reporting for Work Comp, OSHA, EEOC, FMLA).
- Work with General Managers to coordinate and document safety training and oversee administration of the company's two apprenticeship programs.
- Process new hires, onboarding, and employee exit tasks.
- Employee recruiting, including writing job descriptions and posting positions.
- Work closely with senior management to develop and implement new HR process and policy.
- Accountable for the administrative efficiency of the office, manages the office administrator, and performs all administrative duties in their absence, including answering phones, travel coordination, running errands, maintaining the office, schedule meetings, and ordering supplies.
- Organize and optimize office operations and procedures, suggest and implement process improvements, and improve cost efficiency for office operations.
- IT coordination internally and with vendors, including new computer set up.
- Assist in the planning and coordinating of events and community programs.
- Assist senior management as needed/directed.

Candidates must have strong emotional intelligence, be composed, and have the ability to juggle multiple projects and tasks, as well as changing priorities, without anything slipping and without getting flustered. Must have office management experience and 5+ years HR generalist experience. Experience managing staff, or construction industry knowledge strongly preferred.

We are an energetic and collaborative office, and we value people who work hard, are fun to work with, and have a positive impact on those around them. If you are a team-player who is reliable, detailed oriented, outgoing, and flexible, and like to work hard, you will be a great fit in our company culture. The schedule is Monday through Friday, 40 hours per week with occasional overtime, and hours will vary between 7am-5pm with some flexibility.

To apply, send your resume or qualifications to hr@energy-1.net.

Smart Energy. Clean Energy.™

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