



Energy 1

Administrative Assistant

Bozeman, MT

Energy 1 LLC is hiring a FT Administrative Assistant to join our team in Bozeman, MT.

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.

We are looking for someone to handle all facets of office administrative tasks and assist with HR duties. This position reports to the Director of Finance, but will receive assignments from multiple individuals.

Specific Duties include:

- Serve as the face and point-person of the Energy 1 main office: answer phones, greet customers and visitors, and provide excellent customer service in person and on the phone to customers and employees.
- Efficiently perform all office tasks, including (but not limited to): mail, filing, travel coordination, running errands, tidying the office and breakroom, stocking breakroom and office supplies, and managing all office calendars.
- Book hotels, plane tickets, and other related travel coordination.
- Assist with planning and coordinating seasonal events, including Christmas and summer parties.
- Basic IT and/or coordination with outside vendors.
- Review and edit timecards; help track and code credit card receipts.
- Assist with new employee paperwork and forms, including health insurance enrollment.
- Assist with HR-related tracking and reports, including workers compensation, OSHA, and health insurance/benefits administration.
- Monitor, issue, and stock company-issued uniforms and safety gear.
- Assist with the apprenticeship program and safety program.
- Assist with all other administrative and/or office tasks as needed and directed.

Must be warm and outgoing, organized with high attention to detail, flexible, and able to juggle multiple changing demands without letting anything fall through the cracks. Three years administrative experience required, construction industry experience 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. Position is 40 hours/wk, M-F, with hours varying between 7am – 5pm, with some flexibility. Pay range is \$15 - \$16/hour.

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

Smart Energy. Clean Energy.™

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