



Office Manager

Bozeman, MT

Energy 1 LLC is hiring an 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.

We are looking for someone to handle all facets of the office and assist with HR duties.

Office Duties include:

- All office tasks including filing, answering phones, travel coordination, running errands, tidying the office, plus assisting senior management as directed.
- Planning and coordinating seasonal events, including Christmas and summer parties.
- Basic IT coordination with outside vendors.
- Basic marketing functions, such as social media updates and sending marketing emails using Constant Contact. Will work with outside vendors to make sure the website is updated.
- Service and maintenance job dispatch, scheduling, and tracking, and may assist with billing.

HR Duties include:

- All day-to-day transactional HR tasks.
- Reviewing timecards and running semi-monthly payroll.
- Tracking and administration for PTO, health insurance, 401k, and other benefit programs.
- Administration of various compliance programs (OSHA, EEOC, COBRA, FMLA).
- Work with General Managers to coordinate and document safety training and administer the apprenticeship programs.
- Processing new hires and employee exit tasks.
- Employee recruiting, including writing job descriptions and posting positions.

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. Office experience required, and HR 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. If you are a team-player who is reliable, 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. College degree preferred, but degree doesn't matter as long as you have experience doing the work and have the right attitude.

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