



POWERED BY



OPERATIONS SUPPORT SPECIALIST

Do you have a calling to serve our community, impacting the lives of others and achieving something bigger than self? At BSED we serve with passion and excellence. Want to be a part of building community and impacting lives? Join us.

Big Sky Economic Development is looking to add a highly skilled, highly effective Operations Support Specialist to the team. The Operations Support Specialist is responsible for supporting Big Sky Economic Development's organizational operations in areas needed for smooth business operations. This position executes administrative and operational responsibilities as assigned and helps with special projects.

In this job, you would be responsible for:

- Providing timely and consistent operations support to the designated operation leads by independently and successfully managing timelines, project outcomes, and assigned tasks.
- Providing IT troubleshooting support for virtual conference calls, guests presenting at special events, public use of the training room technology, as well as resolving IT issues for the BSED team.
- Managing all bookings for the 2nd floor training room.
- Managing the backstock for office supplies.
- Providing reception and general office support to the BSED team by checking in meeting guests and BSED clients
- Serving as the back-up to the Rock31 Community Manager on an as-needed by greeting the public, Rock31 members, guests, and BSED clients in a manner that fosters a positive first impression.
- Support the Senior Financial Officer on an as-needed basis, including, but not limited to account payable, accounts receivable, and bank deposits.
- Additional duties as assigned.

You're a good fit for this job if you have:

- Bachelor's degree in Business Administration preferred or equivalent combination of education and experience.
- 1-3 years of experience in administrative support or project management roles.
- Strong oral and written communication skills
- Excellent personal effectiveness and time management skills
- Excellent attention to detail
- Strong proficiency in software programs such as Microsoft Office Suite, cloud-based software applications, and video conferencing platforms
- Strong proficiency in basic office equipment

- Excellent technology troubleshooting skills

A full job description will be made available during the interview process.

Other info you should know:

- This position reports to the Executive Assistant to the Executive Director/Operations.
- This is a full-time, hourly position eligible for our full suite of benefits including medical, dental, retirement (PERS), life insurance, holiday pay, sick pay and three weeks of vacation pay a year.
- We offer wages based on regional market data and commensurate with experience.
- The position is located in Billings, Montana.

How to Apply:

1. Fill out an employment application and upload your resume and cover letter by clicking [HERE!](#)
2. Send all inquiries to Careers@bigskyeda.org

**THIS IS AN IMMEDIATE OPENING AND LOOKING TO BE FILLED ASAP.
APPLICATION WILL REMAIN OPEN UNTIL POSITION IS FILLED.**

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[#lifeatbsed](#)