

EXECUTIVE ASSISTANT / OPERATIONS LEAD

Are you an administrative mastermind who loves managing schedules, spaces, and events? Are you at your best when you're serving and helping people? Are you looking to find more purpose in your work and to be part of an amazing, dedicated team?

Big Sky Economic Development is looking to add a highly skilled, highly effective Executive Assistant / Operations Lead to the team. This position directly supports the Executive Director and leads BSED's Operations and internal Human Resources activities. This position provides coordination and support to the Board of Directors and BSED's Senior Financial Officer and supervises the Operations Support Specialist.

In this job, you would be responsible for:

- Supporting the Executive Director with scheduling, communications, event preparation, project management, and office administration duties.
- Leading organizational operations, including budget management, project management, equipment and facility maintenance, vendor contracts, and supervision of Operations Support Specialist.
- Serving as the internal Human Resources representative for the BSED team.
- Assisting the Controller with processing credit card statements, bank account reconciliations, and financial records filing.
- Supporting all Board of Directors functions, such as public notices, board packet preparation, Board communications, meeting preparation, and meeting minutes.
- Manage all facility use requests and agreements for the 2nd floor training space.
- Resolve IT troubleshooting issues for the team and guests such as wi-fi connectivity, electronic file access, and virtual conferencing setup.
- Basic office management duties including reception, phones, mail, office supplies, office equipment, and vendor management.

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

- At least 2-3 years of experience in an administrative role performing high-level office management functions.
- Experience taking meeting minutes and providing Board of Director support/coordination.

- Experience managing executive schedules and providing executive support
- Office Management Experience.
- Strong oral and written communication skills .
- Excellent personal effectiveness and time management skills.
- Ability to maintain a calm and collected demeanor.
- 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 Director.
- 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 resume@aehr.org

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

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