

OFFICE & OPERATIONS ADMINISTRATOR

November 26, 2025

JOB DESCRIPTION

Alder Environmental, LLC, based in Jackson, WY, and serving the northern Rocky Mountains, is seeking a part-time to full-time, Office and Operations Administrator to support the firm's growing portfolio of environmental consulting projects. The Office and Operations Administrator is responsible for ensuring the smooth operation of office functions while providing high-level administrative support to senior staff. This position requires exceptional organization, communication, and initiative to manage office systems, coordinate projects, and support senior staff. Working closely with the Owner and Principal, this position will prepare project estimates and proposals, oversee project schedules and staff workloads, assist with invoicing and budget tracking, and ensure efficient day-to-day operations. The position may also include occasional support for environmental fieldwork and reporting.

RESPONSIBILITIES

- Manage phone calls and new project inquiries.
- Prepare project estimates, scopes of work, and proposals for new and existing clients.
- Coordinate project timelines, budgets, and deliverables to ensure on-time and high-quality completion.
- Track staff allocations and forecasting using project management tools.
- Coordinate staff time and expense entries.
- Assist with proposal and report formatting.
- Manage invoicing, track budgets, and run project reports.
- Coordinate with outsourced IT support to address IT issues.
- Coordinate with outsourced HR services to manage payroll, PTO balances, and staff needs.
- Maintain office organization, supplies, and administrative systems.
- Coordinate staff gatherings and celebrations.
- Research and implement new systems to increase office and workflow efficiency.
- Provide occasional support for environmental field tasks, such as data collection or site logistics.

QUALIFICATIONS & SKILLS

- Bachelor's degree from four-year college or university or equivalent experience.
- Minimum of two (2) years of experience in administrative services, operations, project coordination, or consulting support.
- Strong organizational and multitasking skills with demonstrated attention to detail.
- Excellent written and verbal communication skills, including professional correspondence and report formatting.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and project management tools (e.g., BQE Core, or similar).
- Familiarity with a service-based or consulting small business.
- Ability to work independently while maintaining clear communication and collaboration with team members.
- Positive attitude, flexibility, and proactive problem-solving approach in a fast-paced, small-business environment.

PREFERRED SKILLS

- Bachelor's degree in business administration, project management, or a related field.
- Experience managing budgets, invoicing systems, and schedules.
- Experience in client relationship management, proposal development, and project documentation.
- Ability to tackle difficult situations and clients.
- Experience coordinating subcontractors or external vendors.
- Knowledge of environmental permitting, reporting, or compliance documentation.
- Interest in ecology, natural resource management, or environmental science.

PERFORMANCE STANDARDS

Employees are expected to uphold high professional standards by demonstrating integrity, accountability, and respect in all aspects of their work. Successful team members thrive in a collaborative environment while also taking ownership of their responsibilities and working independently. They adapt to shifting priorities, communicate professionally with colleagues and clients, and produce detailed, high-quality work. A commitment to learning, openness to feedback, and adherence to company policies and ethical standards are essential to maintaining our reputation for excellence.

BENEFITS PACKAGE

- Full-time benefits package includes paid time-off (15 days), paid holidays (10 days), flexible time off, health, vision, and dental insurance, HSA contributions, long-term disability insurance, retirement plan contributions, remote work opportunities, and a relaxed office environment.

APPLICATION

Please submit a single PDF with a cover letter, contact info for three professional references, and resume to heidi@alderenv.com prior to January 1, 2025.