

Administrative Assistant

PART-TIME POSITION

20-30 HOURS PER WEEK | \$17 - \$22 HOURLY DOQ

ABOUT US

Landbridge Ecological is a locally-owned ecological restoration company that specializes in native restoration installation, land management, and ecological design. Our mission is to restore and protect resilient native landscapes, to educate the public about ecological restoration, and to work with existing natural resources and conditions.

Landbridge Ecological is a collaborative, team-oriented work environment that emphasizes inclusion of diverse ideas, solutions and beliefs. We are seeking an experienced, detail-oriented, organized and entrepreneurial spirit to join our team as an Administrative Assistant.

POSITION DESCRIPTION

The Administrative Assistant position is part-time approximately 15-20 hours per week. However, the position has the potential to grow into a full-time position over time as the company continues to grow. The Administrative Assistant will support the office manager and other office staff with a variety of administrative tasks including entries into accounting software, mailing vendor checks, computer software management, assist with reporting, weekly and annual filing, office supply maintenance, and other general office support.

PRIMARY DUTIES:

- Receipt and expenditure tracking and entering into accounting software, ensuring proper coding
- Weekly and annual filing and mailing
- Reviewing timecards weekly
- Maintaining legal posting requirements (OSHA, MN DOLI, etc.)
- W-9 Management
- Coordinate IT support for office staff
- Maintain office supplies
- Office equipment maintenance
- Managing vendor and customer accounts
- Invoicing customers
- New project set up and removal of old projects
- Contract submittals including bond payments, lien waivers, IC-134's
- Other projects and office support as needed

REQUIRED QUALIFICATIONS

- High school degree or equivalent plus at least two years of advanced business or technical school training or at least two years' experience in administrative assistant work or related field
- Ability to accurately work with financial figures and accounts
- Strong skills with Mac OS, MS Office, Gmail and G-Suite
- Ability to accurately organize and maintain digital and paper records
- Strong attention to detail with an emphasis on accuracy in all work
- Good problem-solving skills and the ability to work independently
- Comfortable managing multiple projects, deadlines, and priorities, as well as unexpected assignments
- Ability to prepare professional communications
- Excellent interpersonal, email and phone communication skills
- Ability to handle confidential information appropriately
- Demonstrated ability to work successfully with diverse groups of people
- Dependable & flexible

PREFERRED QUALIFICATIONS

- Familiarity with Foundation Construction Software
- Knowledge of or interest in ecological restoration
- Bachelor's degree
- Ability to take on more hours and responsibilities over time as the company grows

Landbridge Ecological provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please email resume and cover letter to Jake Voit - jake@landbridge.eco

For more information visit www.landbridge.eco



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