



## ABOUT US

We are an ecological design, installation and land management firm.

## OUR MISSION

Restore and protect resilient native landscapes, to educate the public about ecological restoration, and to work with existing natural resources and conditions.

LANDBRIDGE ECOLOGICAL (LANDBRIDGE) is a collaborative, team-oriented work environment that emphasizes inclusion of diverse ideas, solutions and perspectives. LANDBRIDGE marries high design and native landscapes; providing science and forethought into restoration, management, and landscaping. While working on the smallest rain garden to an expansive habitat project, there are many opportunities to contribute and collaborate in a young company and rewarding field.

# OFFICE ADMINISTRATOR/HR

## FULL-TIME POSITION

The Office Administrator/HR position at Landbridge is a leadership level position involved in strategic company decision making. The position ensures the office has everything it needs to function, updates and maintains policies and procedures, and facilitates HR related conversations and staff support. This position is integral in ensuring Landbridge is a happy and healthy functioning work environment.

## PRIMARY DUTIES

- Office Administration
  - Contract administration and support
  - Weekly and annual filing and mailing
  - Maintain and purchase office supplies and equipment
  - Project administration: setup and removal
  - Other project and office support as requested
  - Reception duties, including managing the Main line number
  - Maintain proper COI's
  - Administer insurance policy renewals with Agent

- Point of contact of IT support
- Manage all software licenses, renewals, and training: Grasshopper, Adobe, Microsoft, etc.
- Safety
  - Manage all legal posting requirements (OSHA, MN DOLI, etc.)
  - Update Safety Manual annually
  - Maintain necessary documentation
  - Provide administrative support to the Safety Officer
  - Workers Compensation
    - Ensure all necessary documentation is recorded
    - Communicate and ensure proper processes are followed
- Human Resources
  - Conduct payroll and benefit administration. Provide to Controller for review
  - New hire orientation and onboarding
  - Employee exit paperwork
  - Collect and manage employee documentation
  - Be a resource to support staff and ensure proper navigation of HR conversations and protocols
  - Update Employee Manual annually
  - Provide training and support to ensure company policies are followed
  - Ensure manual is compliant with safety and labor laws
  - Manage government labor portals: W-9 management, prevailing wage, IC-134, etc.

## REQUIRED QUALIFICATIONS

- High school degree or equivalent
- 2 years of advanced business or technical school training or 2 years in administrative assistant work or related field
- Proficient with Mac OS, MS Office, Gmail and G-Suite
- Strong attention to detail
- Demonstrates professional interpersonal, email and phone communication skills
- Ability to problem-solve or work through new tasks independently
- Experience handling difficult or disciplinary conversations

## GENERAL EXPECTATIONS

- Work weeks will be 40-50 hours
- Employees are expected to present themselves in a professional manner at all times
- This position is stationed out of our Saint Paul, MN office. Most of the work needs to occur at the office, although some remote work is possible
- Employees are eligible for benefits such as holiday pay, vacation time, retirement match, HRA and annual gear and education stipend
- Salary range is based on experience, starting at \$50k+

Please email resume and cover letter to

[info@landbridge.eco](mailto:info@landbridge.eco)