

Job Description

Business & HR Manager
Habitat Management, Inc.

www.habitatmanagementinc.com

Interviewing & hiring immediately

Introduction of Company

Habitat Management, Inc. is an environmental consulting firm based in Englewood, Colorado with satellite offices in Wyoming and New Mexico. We specialize in environmental projects, land reclamation, permitting, and regulatory affairs primarily in the Rocky Mountain region. We are a small business that fosters a safe, positive, and rewarding work environment.

We are currently seeking an experienced, down-to-earth, and resourceful Business & HR Manager for our Headquarters office in Englewood, Colorado. This person must be capable of multi-tasking to support the owners, scientists, and construction crew, and oversee the administrative staff.

Essential Duties and Responsibilities:

- Coordinate administrative, accounting, and scientific staff to ensure smooth workflow
- Operate as the main point of contact at the head office for general business matters and two “sister” companies
- Suggest, develop, and implement improvements in business management
- Gather information and make informed decisions regarding company resources (human resources, financial, equipment, IT, supplies)
- Lead development of company safety policy

DETAIL:

Accounting/Business Management:

- Maintain working knowledge of cash flow needs and accounts receivable
- Manage invoicing and track budgets
- Provide financial analysis for business owners (i.e. calculate overhead)
- Provide business analysis and support for two “sister” companies

Human Resource Administration:

- Calculate individual staff revenue and costs (for performance reviews)
- Oversee insurance policy renewals and maintenance
- Oversee safety compliance
- Develop company policy manual and oversee revisions
- Assist with recruitment and terminations
- Manage employee benefit programs

Project & Marketing Support:

- Maintain working knowledge of past & current projects
- Serve as a point of contact at the office for staff performing remote fieldwork
- Review contracts for insurance requirements

- Assist with production of company deliverables and proposals (proofreading, provide compliance documents)
- Assist in creating and distributing marketing materials

General Administration:

- Interface with IT consultants; instruct staff on IT changes
- Organize staff meetings and training events
- Manage project/admin filing system

Qualification/Requirements:

- Minimum 5 years of work experience in a comparable role at a professional services environmental or engineering firm
- Strong accounting skills with the ability to read financial reports, understand tax liabilities and journal entries
- Strong understanding of labor laws and compliance (CO, NM, WY)
- Strong understanding of safety requirements, documentation, and training (experience with OSHA & MSHA is a plus)
- Strong understanding of general and professional liability insurance
- Strong leadership quality in suggesting improvements in operations, and follow through with implementation
- Demonstrated experience in business management (MBA a plus)
- Strong basic math skills
- Familiarity with working with servers/domain environment
- Excellent verbal and written communication skills
- Able to work with minimum supervision

Software:

- MS Office 2007 (Word, Excel, Outlook, Publisher, Access), and office computer use (both XP and W7)
- Excellent knowledge of QuickBooks Pro (2010), specifically, creating & analyzing financial reports, time reports, invoicing and payables

Schedule: M-F, 8 hours per day. Occasional travel.

Compensation: \$40,000-45,000 based on experience. 40 hours per week salaried position with standard fringe benefits package (health insurance, PTO, 401(k)).

Application Instructions:

Please email a cover letter, resume, and three professional contacts to: rduncan@habitatmanagementinc.com. No phone calls please.