

NOW HIRING

OPERATIONS SUPPORT SPECIALIST



Riverside Contracting, Inc. is seeking candidates to fill a full-time position to support various operational functions in our Billings office and shop. This is a year-round position for the right match. Our ideal candidate is comfortable wearing many hats and will work closely with HR, safety, the shop, and other departments in our company. But it's not all work and no play! We also want help throwing company parties!

Riverside Contracting, Inc. offers equal employment opportunities to all individuals along with a competitive wage rate and benefits package including company paid family health insurance, pension, and optional 401K retirement plan.

LOCATION
Billings, MT

JOB TYPE
Full time, Monday – Friday, overtime occasionally required

BENEFITS
100% company paid Health & Retirement benefits

Hiring Operations Support Specialist

RESPONSIBILITIES

- Greet visitors
- Manage the phone system, route calls, and relay detailed messages
- Sort and distribute inbound mail; prepare outbound mail and packages
- Keep common areas tidy and supplies well stocked
- Manage electronic fleet maintenance system (training provided)
- Pick up and deliver parts; drive pilot car for heavy equipment transport
- Assist other departments in miscellaneous tasks
- Special projects and errands as needs arise

QUALIFICATIONS

- High School Diploma or equivalent
- General comfortability with computers and Microsoft Office Suite
- Ability to drive pickup & trailer for parts running or small equipment hauling
- Friendly, confident, articulate, and professional speaking and writing abilities
- Organization skills that promote efficiency, attention to detail, and accuracy
- Flexibility to prioritize and re-prioritize in a fast-paced environment
- Willingness to jump in where needed no matter how dirty or menial the task
- Desire to learn and grow; be a self-starter
- Ability to lift up to 50 pounds on occasion
- All employees are subject to pre-employment and random drug and alcohol screenings

**Position Start
ASAP**

SEND RESUME TO HR@RIVERSIDECONTRACTING.COM

Riverside Contracting, Inc. is an Equal Opportunity Employer.