

Job Title: Office Assistant

Description

Bridger Photonics, Inc., a rapidly growing photonics company specializing in precision laser sensors, seeks a qualified candidate to fill a full-time hourly (non-exempt) position. Candidates desiring less than full-time employment will also be considered.

Responsibilities include, but are not limited to:

- performing administrative duties to support the development and sales of precision laser sensors.

Specific tasks may include, but are not limited to:

- arranging travel for other employees,
- identifying and logging incoming materials, supplies, and equipment,
- performing inventory and tracking of company property,
- arranging catering, agendas, and accommodations for visitors,
- answering phone calls and taking messages,
- general administrative and reception tasks,
- tracking assistance grants,
- tracking key distribution and lab book distribution,
- organizing new hires,
- organizing company retreats and events
- performing new employee orientation,
- writing and improving company policies,
- assisting with grant and contract proposal submissions,
- taking customer sales orders,
- updating web site information,
- drafting and distributing press releases,
- placing orders for materials, supplies, and equipment,
- ordering and restocking office supplies,
- running errands,
- filing and paperwork.

Knowledge, Skills & Experience

Required qualifications:

- High School graduation plus two years of full-time (or part-time equivalent) administrative experience or an equivalent combination of relevant education and experience,
- demonstrated competence organizing and prioritizing tasks, meeting deadlines, and adapting to changing priorities and frequent interruptions,
- demonstrated competence using Word, Excel, and Power Point,
- demonstrated competence composing, formatting, and proofing business correspondence, reports, and general office materials.
- willingness and ability to work efficiently and productively in fast-paced work environment,
- ability to follow instructions and pay high attention to detail,
- ability to represent Bridger Photonics to others in a professional and courteous manner,
- excellent oral and written communication skills,
- able to take initiative and work independently on assigned projects,
- team player that works well with others.

Preferred qualifications:

- Bachelor's degree from accredited university,
- experience with scientific or engineering company

Additional Information

- Wage is commensurate with skills, experience, and education and is expected to range between \$12/hr and \$16/hr.
- Attractive benefits package including health, dental, and retirement plans.
- US citizenship or Permanent Residency required.
- This is a grant funded position where continuation is dependent on funding and need.
- Bridger Photonics, Inc. is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, color, religion, disability, sex, familial status, or national origin.

For full consideration, please submit before **Nov. 23, 2009**,

- cover letter that identifies the job title for which you are applying,
- resume,
- contact information for two professional references,

via email to:

Bridger Photonics, Inc.

Human Resources

hr@bridgerphotonics.com

Phone: (406) 585-2774

Fax: (406) 587-0808