



Berkeley, CA • Truckee, CA • Jackson, WY
(415) 236-1333 (530) 208-0112 (307) 200-7236

P.O. Box 9279, Jackson, WY 83002 • team@beyondefficiency.us

JOB DESCRIPTION: Operations Manager

Seeking exceptionally organized and resourceful administrative professional with 4+ years relevant post-academic experience to join our fast-paced team in the Jackson Hole, Wyoming office. A key goal of this role is to allow the Principal and technical staff to focus primarily on strategic planning, business development and technical project work.

You're high-energy, confident and ready to hit the ground running with our entrepreneurially-minded firm that's gearing up to do great things as we launch into our second decade of business. You are skilled with human resources (HR) and performance management, business compliance, database administration, and events coordination. You thrive on juggling a wide variety of responsibilities and are always two steps ahead—anticipating needs and adjusting priorities when required. While you're comfortable with the daily requirements of helping a small company run smoothly, you're also excited to think strategically and help move us forward with new ideas.

Why Join Beyond Efficiency?

We empower people to create enduring human-centered buildings.

Beyond Efficiency is a highly respected consulting team of progressive engineers and architects with offices in Berkeley, California and Jackson Hole, Wyoming. Buildings are the largest energy consuming sector in the world and where people spend 90% of their lifetimes; through our work in the built environment, we serve to protect and enhance our present and our future.

We consider our key role as "client advocate" to help ensure a client's project objectives are achieved. We do this by asking insightful questions at project initiation to establish clear, actionable goals and performance requirements, complementing the architect's work and filling knowledge gaps that often exist on teams. Our technical expertise and philosophy that knowledge propels better outcomes give teams confidence to make better decisions and create buildings that enhance life.

Beyond Efficiency offers a relaxed and flexible work environment on the edge of Berkeley's [4th Street shopping district](#) or the heart of beautiful [downtown Jackson Hole](#). We have a liberal vacation policy, competitive salaries, generous professional development allowances, 100% health insurance coverage, commuter benefits, 401(k) retirement plan with employer matching, and unlimited opportunities to carve your future and make a difference. Learn more [about us](#), [our values](#) and [our approach](#) to our work.

Responsibilities

1. Collaborate with Principal to help staff be successful and reach their potential, including regular reporting on a variety of staff performance metrics; coordination of performance reviews; facilitation and tracking of professional development goals; and coaching of technical managers on effective delegation and empowerment
2. Manage HR duties including benefits research and coordination, compensation research and salary frameworks, work place accommodation requests, accurate and compliant recordkeeping, etc.
3. Maintain leading-edge knowledge of best practices for staff success and HR practices and integrate appropriate opportunities into company policies and workflows
4. Manage hiring processes including job postings, candidate tracking, interview coordination, and onboarding; deliver training and presentations to new hires on administrative procedures and tools
5. Enhance staff accountability and productivity by developing tools and issuing reminders to ensure administrative and marketing-related tasks are completed on time
6. Maintain current knowledge of human resources and business compliance regulations for Wyoming and California, integrate into company policies and workflows, and ensure legal and regulatory documents are properly filed
7. Coordinate applications and renewals for business insurance and licenses, company memberships and sponsorships, etc.
8. Coordinate recurring and special events including weekly Grub Clubs, special team get-togethers, quarterly Green Drinks, annual retreat, annual Beyond Efficiency client party, etc.
9. Manage day to day office operations including shipping and mailing, research and ordering of equipment and supplies, facilitation of office maintenance or improvements, stocking of office snacks, administration of company software and apps, etc.
10. Coordinate various marketing tasks including newsletter list management, quarterly newsletter facilitation, staff blog facilitation, etc.
11. Leverage other team members' expertise or knowledge when needed; have the judgment and self-awareness to know when to ask questions or get help
12. Do what needs to be done that may fall outside your formalized job roles

Minimum Qualifications

1. Business administration or human resources degree, or equivalent education or experience; professional HR certification preferred
2. Four years relevant post-academic work experience
3. Demonstrated passion or previous experience in sustainability
4. Exceptionally strong analytical, organizational and people skills
5. Self-starter with a can-do and "get things done" attitude
6. Experience and skill with database management
7. Projects authority, able to command respect and hold people accountable
8. Excellent written and verbal communication skills (concise, logically presented and appropriately catered to recipients)
9. Able to take unorganized information from a range of sources and structure it logically and concisely
10. High integrity, doing the right thing even when it's hard
11. High initiative, always looking to improve things and explore ideas

Bonus Qualifications

1. Experience in the building industry
2. Ready to start on or before June 3
3. Currently local to Jackson or greater Teton County region



How to Apply

Beyond Efficiency is committed to the principle of diversity in our workspace. We believe that diverse perspectives add value to our processes and make us better able to empathize with and serve our clients, leading the way towards a more sustainable and equitable future. In that spirit, we strongly encourage applications from qualified people of all cultural and economic backgrounds, faiths, gender identities and sexual orientations.

To apply for this opportunity, please apply directly through the jobs page on our website at <http://beyondefficiency.us/jobs>. Direct your cover letter to Katy Hollbacher.

Beyond Efficiency will review applications and invite selected candidates for interviews on a rolling basis.