



Office Location

Helena, MT

FLSA Status

Non-Exempt

Engineering Office Manager

H2E solves problems and does the right thing for industrial, utility, and municipal clients and team members. The result is world-class electrical engineering, process, and designs. We work with Mining, Light Metals, Hydro Electric, Cement, Aggregates, Water/Wastewater, Utilities, Food Processing, Manufacturing, and Wood Products clients in the US and other countries.

About Your Work:

The Engineering Office Manager roles include Marketing/Client Relationship Management, Process Training/Adherence, and general Office Management at a satellite or branch office. Additional roles may include technical/engineering work, if qualified. The Engineering Office Manager is a strategic leader with excellent relational skills and a keen understanding of H2E's business operations. Objectives of the roles include ensuring proper and effective operation of business is maintained at the assigned location(s), client relationships are developed and maintained, and internal H2E processes are understood and adhered to at the location(s). The Engineering Office Manager reports to the Business Operations Manager.

Responsibilities

Key duties and responsibilities include, but are not limited to:

Marketing Leadership

- Interface and relationship management of existing H2E Clients and Customers near the location(s)
- Development of new relationships near the locations and within established and potential industry groups
- Responding to and coordinating H2E Client and Customer request for support/engineering services

Compliance with Organizational Policies & Operational Guidelines

- Ensure compliance with H2E Quality Management System (QMS)
- Ensure designated standards of engineering services are maintained
- Understand and provide training to location employees on H2E QMS

Office Management Leadership

- Oversee operations within the assigned location(s)
- Monitor operational performance, respond to issues, and implement improvement strategies as necessary
- Liaise with senior-level officers to coordinate and report on ongoing issues
- Formulate strategic business development to ensure long-term success at the location(s)
- Manage Company/Branch budgets and allocate funds appropriately
- Formulate and execute team building and related activities to foster a healthy and lively work environment



Engineering Office Manager

Coordination and Integration

- Meet regularly with Technical Team Leads for Automation, Design, Power, and Project Management to coordinate oversight and support of location employees
- Meet regularly with location employees to provide critical feedback and encouragement in coordination with Technical Team Leads for Automation, Design, Power, and Project Management
- Coordinate the availability of resources and scheduling of work with Team Leaders and other Management personnel
- Provide leadership and input in the evaluation of employee performance and performance development initiatives

Provision of Facilities

- Maintain all legal requirements such as state and local licenses, facility leases, and the provision of utility services
- Ensure facilities are provided and maintained to sustain a professional work environment
- Adhere to workplace safety requirements and other applicable regulations

Qualifications

- Minimum of five (5) years' experience with a Consulting Engineering firm or Industrial/Utility environment, preferred
- Minimum of five (5) years' experience in client management and marketing within a heavy client-facing environment, preferred
- Bachelor's degree in engineering or technical management, preferred
- Experience managing technical staff

Requirements

- Demonstrated commitment to acting in the best interest of H2E
- Strong leadership skills and a strategic mindset
- Excellent communication, interpersonal, leadership, and coaching skills
- Time and project management skills

What H2E Offers

- Competitive Wages
- Employer paid premiums for health, dental, and vision insurance
- Long-term disability and life insurance benefits
- 401k with employer match up to 6%
- Company profit sharing
- Paid vacation and sick time
- Ten paid holidays
- Professional development opportunities