



## Operations Support Specialist

Historical Research Associates is seeking an Operations Support Specialist to join our collaborative team of experts in our Missoula office. This is an hourly position with an anticipated wage range of \$20.00-\$26.00 depending on experience and qualifications.

The Operations Support Specialist performs a wide range of administrative, accounting, and data management activities and functions as backup and support for the Information Technology Manager. The Operations Support Specialist is responsible for data management related to database design, organization and archiving of data, and assisting the accounting and IT departments with daily tasks.

### Required education and experience:

High school diploma (or equivalent) plus three years' experience working in a professional office required. Strong demonstrated experience working with Windows 10 and Office 365 with basic understanding of how networks work.

### Preferred education and experience:

Bachelor's degree preferred. Experience with database and electronic file management systems strongly preferred. Experience with Deltek Vision. Possess basic understanding and/or experience with VPNs and communication services (Teams, Zoom).

### Required skills and abilities:

- *General:* Self-starter with excellent organization capabilities and above average communication skills. Must be detail-oriented and capable of functioning both independently and as a key member of project teams. Displays a sound work ethic, is prompt and efficient, and projects professional, positive demeanor in voice and appearance to HRA employees and the public.
- *Technology:* Excellent analytical, computational, technological, and mathematical skills with desire to continually grow proficiency in technology. Proficiency in using Deltek Vision, Adobe Creative Cloud, and Acrobat. Exceptional attention to detail and accuracy. Proficient in the use of computer software including Outlook, Word, and Excel and mastery of internet technology. Knowledge of SQL preferred. Requires valid driver's license and ability to operate passenger car and/or light truck.
- *Teamwork:* Develop and maintain positive relationships, display curiosity and respect for others' perspectives and strengths, ability to balance work schedules and demands, provide, and accept feedback, seek to resolve conflict through communication and collaboration, use effective verbal and written communication, listen and communicate effectively. Successfully function within a project team and work closely with project team members.
- *Inclusion, Diversity, Equity, and Accessibility:* Assess presence of personal implicit bias and institutional bias in assigned work and proceed from a place of equity and cultural humility. Maintain a commitment to promoting equity and inclusion.

HRA offers competitive compensation and a full benefits package that includes vacation, sick leave, holidays, medical insurance, and 401K.

Required application materials include a resume, cover letter, and three professional references (email and phone). Please send application materials to Human Resources at [HR@hrassoc.com](mailto:HR@hrassoc.com). Application materials will be accepted under May 21, 2021, and will be reviewed upon receipt.

HRA is an Equal Opportunity Employer. We are committed to providing an environment of respect and inclusion where equal employment opportunities are available to all applicants and employees. Applicants and employees will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, disability, national origin, protected veteran status, status as a victim of domestic violence, stalking, or sexual harassment, or any other status protected under federal, state, or local law. If you need to request an accommodation related to disability, religion, or related to domestic violence, stalking or sexual harassment, please contact Human Resources.

