



BKS Environmental Associates, Inc.

Position: Summer Office Assistant

Location: Gillette, Wyoming

Company: BKS Environmental Associates, Inc., based in Gillette and Rock Springs, Wyoming, was incorporated in 1981. BKS specializes in soils, vegetation and wetland assessments as they relate to baseline pre-disturbance assessments, reclamation and environmental monitoring. Major industries that we serve include mineral extraction and oil and gas. BKS also works with other industry and governmental entities that reclaim disturbed sites. At BKS, our mission is to provide the highest quality technical soils, vegetation, and wetlands based natural resource services to all our customers.

Start Date: Summer 2012 (approximately June through August/September)

Requirements:

- Pass a pre-work physical and drug test
- Have a valid drivers license

Skills:

- Microsoft Office Suite; Word, Excel, PowerPoint, Outlook, Access
- Ability to work independently with little supervision
- Interacts well with co-workers

Duties:

- Assisting Project Leaders to include, in part:
 - Take soil samples to the lab
 - Enter field data into database
 - Generate electronic data from field datasheets
 - Weigh vegetation and record the information. Change out vegetation bags on a daily basis from the drying oven. You may be required to come in on the weekends to remove vegetation bags from the drying oven.
- Answer multi-line phones: receive and route incoming calls and greet visitors to the office
- Operate standard office equipment (copier, printer, fax, etc.)
- Assist with preparing, coordinating, collecting, and distributing mail and packages
- Complete various errands: Post Office, Banks, Wal-Mart, Office Depot, picking up maps, courthouse (occasionally), library, miscellaneous errands, picking up supplies for staff
- Conduct miscellaneous office duties such as copying, and filing
- Ensure that all office supplies are in stock and well organized at all times
- Assist the technical staff in the schedule maintenance and repair appointments: oil changes, tires rotated and aligned, batteries charged and/or jumpstarted, buggy whips and backup alarms installed and kept in working order, washings
- Assist the technical staff in delivering vehicles to and from repair appointments
- Ensure that shop areas are clean and safe at all times
- Complete other tasks as asked by your supervisor

Compensation:

- Starting at \$10.00/hour

To Apply:

Applications will be accepted until March 15, 2012.

E-mail a cover letter, resume and scanned copies of college transcripts to kwilson@bksenvironmental.com or mail hard copies to:

BKS Environmental Associates, Inc.
Attn: Human Resources
P.O. Box 3467
Gillette, WY 82717

Please visit our website at www.bksenvironmental.com for further information about BKS Environmental Associates, Inc.

BKS Environmental Associates, Inc. is an Equal Opportunity Employer.

Contact Information:

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307-686-0800

About Gillette, Wyoming:

Gillette is located in the northeastern corner of Wyoming within an hour of the Big Horn Mountains to the west and the Black Hills to the east. Campbell County is located in the heart of the resource rich Powder River Basin, providing over 40 percent of the nation's annual coal production. Energy and supporting industries result in a growing population and expanded construction industry. Gillette offers many recreational opportunities including the CAM-PLEX Multi-Event Facility, golfing, hiking, hunting, biking, snowmobiling, and many youth activities.

