

Position Description

OFFICE COORDINATOR (PART TIME OR FULL TIME)

Location

Montpelier, Vermont.

Reporting Relationship

This position reports to the Human Resources Manager.

Position Summary

The Foundation Team of Stone Environmental is expanding and we are looking for another energetic and engaging individual to join our team in an Office Coordinator role (24 hours to 40 hours).

As an Office Coordinator, you will play a crucial role in ensuring the smooth and efficient operation of our office. Your responsibilities will include managing and purchasing supplies for the office and field projects, managing supplier relationships while ensuring cost-effective procurement practices. You will also be responsible for coordinating office events with our internal committees, overseeing the reception/front desk by greeting customers and visitors to the office, and providing administrative support throughout the company.

The ideal candidate would have an outgoing personality, be an enthusiastic self-starter who is motivated and takes initiative within the workplace. They are organized, professional, and demonstrate excellent attention to detail. This person must be an effective team player who works cooperatively with others to support the cross functionality of the company. Most importantly they must be engaging and have a positive attitude, willingness to master tasks and learn new skills, and the ability to adapt to a wide variety of day-to-day administrative tasks.

Job Responsibilities

- Answer phones, greet customers and visitors to the office, ensuring guests are comfortable and connected with the right office personnel
- Organization and administration of facilities improvement projects as point of contact with contractors and landlord
- Organize and manage physical office space including the consumables storage areas
- Monitoring office supplies and ordering supplies, and furniture, as required
- Support all employee-owners with administrative needs
- Manage incoming and outgoing shipments and process incoming/outgoing USPS (United States Postal Services) mail
- Maintain inventory of kitchen and office supplies

- Maintain records and schedule maintenance for the groups company vehicle
- Format/proofread documents, manage electronic and/or hard copy records (e.g., training files, organizational chart, and floor plan)
- Assist with management of the company branded clothing
- Provide marketing admin support, as needed
- Other duties as assigned

Required Skills

- Attention to detail and the ability to handle multiple competing priorities in a dynamic office environment
- Resourcefulness, independence, and strong organizational skills
- Excellent communication and strong interpersonal skills to interact positively with all personnel and clients
- Proficient in Microsoft Office Suite and Adobe
- Have enthusiasm and commitment to providing excellent service
- Ability to meet deadlines and deliver to target
- Comfortable with lifting and moving boxes around the office or using a hand truck to assist

Experience and Education

Associates/ or equivalent 2 years of experience in administration and experience in an office setting.

Benefits

Employee Ownership Stock Ownership Plan, Paid Personal Time Off, Paid Holidays, Health Insurance, 401k Employer Match, Employee Assistance Program, Paid Community Service Hours, Tuition Reimbursement.

How to Apply

Please visit our careers page on our company website at www.stone-env.com to share your resume and cover letter by applying online through our applicant portal.

Ms. Joanne Perry
Stone Environmental, Inc.
E-Mail / careers@stone-env.com

About Us

Stone is 100% employee-owned environmental science, engineering, and consulting firm located in Montpelier, Vermont, with remote offices in Missouri, Austria, and Germany. Founded in 1992, our mission is to provide tools, information, and analyses to help our clients solve environmental challenges with integrity, expertise, and innovation. We bring together over 50 scientists, engineers, and foundation staff with diverse backgrounds and skills—and a shared commitment to excellence, creativity, and accountability through employee ownership.

Since 2016, Stone’s employee-owners have taken a direct stake in the value and health of the company through an Employee Stock Ownership Plan (ESOP). This unique ownership and management model is a powerful motivator that inspires close cross-department collaboration and company-wide unity. Stone has an excellent compensation package, including competitive pay; health, dental, and vision insurance; 401K with company match; ESOP benefit; paid time off; and flexible holidays.

But what really sets us apart—and makes employee-owners want to stay at Stone—is our culture, the interesting and meaningful work we do, and the inspiring, dedicated people we work with. Stone has a progressive culture—from open communication, transparent leadership, and the freedom to explore one’s passions—to its



commitment to giving back to the community and a firm “work hard, play hard” mentality. Simply put, it is one of the best places to work and why we have been voted a top place to work in Vermont for the last five years.

Stone is proud to be an equal opportunity and affirmative action employer. We are committed to diversity and inclusion throughout all aspects of employment. The decision to hire, promote, discipline or discharge is based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status that is a protected category under federal, state, or Vermont law. Our employee-owners have taken an active role in ensuring our team is diverse in its composition, equitable in its practices, and promotes an inclusive culture.