

Highland Hunting LLC – Operations Specialist Job Description

Highland Hunting LLC, a family-owned operation in southeast Iowa since 2000, offers premier upland hunting experiences across 1,200 acres of carefully managed habitat. Our state-of-the-art hunting lodge and sporting clays range provide an exceptional environment for individual and group activities.

We are seeking an Operations Specialist to help oversee daily farm labor, business activities, combining leadership, organizational skills, and a passion for hunting and shooting sports. This role includes diverse responsibilities tied to daily operations, team management, and customer service.

Key Responsibilities:

Farm & Habitat Management:

- Conduct farm labor tasks, such as gamebird husbandry, recordkeeping, and report preparation.
- Oversee and prepare hunting fields.
- Process harvested birds.
- Manage wildlife habitat, including mowing, seeding, food plots, brush maintenance, and prescribed burns.

Facility & Equipment Maintenance:

- Maintain clean and organized facilities.
- Oversee and repair vehicles, equipment, and tools.
- Set up and maintain the sporting clays range for public and private events.

Client Relations & Customer Service:

- Provide excellent customer service, including answering phones, booking hunts/events, greeting customers, and ensuring guest satisfaction.
- Build and maintain strong relationships with clients.

Operational Support:

- Assist with food preparation, cooking, serving, and cleaning.
- Utilize basic computer skills (e.g., Microsoft Office, email, QuickBooks). Training provided as needed.

Team Leadership:

- Promote teamwork and a strong work ethic among team members.
- Support business growth through self-motivation and innovation.

Regulatory Knowledge:

- Understand and adhere to federal and state hunting regulations.

Other Duties:

- Perform tasks as assigned to meet company goals and values.

Required Skills & Qualifications:

- Strong organizational, communication, and problem-solving skills.
- Ability to work flexible hours, including evenings and weekends.
- Valid driver's license and reliable transportation.
- Physical ability to lift 60+ pounds.
- Willingness to learn and adapt.
- Experience in hunting, shooting sports, or a related field (preferred).

Employment Terms:

- **Work Schedule:** Flexible hours; up to 40 hours per week. Seasonal overtime hours expected.
- **Starting Wage:** \$17.00-22.50/hour, based on experience. Six-month review with possible pay increase. Seasonal bonuses based on performance. Following, performance reviews annually.
- **Training:** Completion of First Aid/CPR and Wildland Firefighter II certification within 12 months.

Benefits:

- **Holidays:** Paid time off for New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
- **Leave:**
 - 80 hours of vacation and 20 hours of sick leave annually, prorated in the first year.
 - Limited rollover options (24 hours vacation, 40 hours sick leave).
- **Healthcare/Retirement:** Available based on performance and tenure.
- **Cell Phone:** Further discussion based on candidate needs.

Fringe Benefits:

- Highland Hunting apparel allowance (\$150/year).
- Seasonal meals, coffee, and water.
- Opportunities for industry training and skill development.
- Dog-friendly workplace (provided no disruption).
- Training Budget: \$500/year for approved events.

Please send a cover letter and resume to Ryan Giannini at huntinfo@highlandhunting.com