



FAQs

About Working for EBMS

JOB APPLICATIONS

1. HOW DO I FIND OUT WHAT POSITIONS ARE AVAILABLE?

Careers page – open positions are listed with job description and job qualifications.

2. HOW DO I APPLY FOR AN OPEN POSITION?

Careers page – Click on Log In, on top center of page and create a username and password. The system then will lead you to the application page.

3. CAN I APPLY FOR MULTIPLE POSITIONS?

Yes! We encourage you to apply for any position that you are interested in and are qualified for.

4. HOW WILL I BE NOTIFIED THAT MY APPLICATION WAS RECEIVED?

You will receive an email notification that your application has been received. You will be notified by our Human Resources Department if or when we decide to move forward with an interview or when we fill the position.

5. WHAT SHOULD I BRING TO MY INTERVIEW?

You should bring a copy of your cover letter, resume, any letters of recommendation, and 10 key & typing tests for related positions.

6. WHERE CAN I GO TO TAKE A TYPING AND/OR 10 KEY TEST?

Billings Job Service (<http://wsd.dli.mt.gov/local/billings/>) has typing tests and 10 key tests available at no charge.

7. DO YOU OFFER BENEFITS FOR PART-TIME POSITIONS?

Yes, employees who work at least 30 hours a week are eligible for benefits.

8. DO YOU OFFER FLEXIBLE SHIFTS?

Yes, work-life balance is an important part of our culture, so we offer flexible schedules when the work allows.

9. DO YOU HAVE NIGHT AND/OR WEEKEND SHIFTS?

Our hours of operation are Monday-Friday, 7am-9pm.

10. DO YOU OFFER OPPORTUNITY FOR GROWTH?

Yes, we encourage our employees to grow within our company. We open all our open positions internally first to give current employees an opportunity for growth.