



**Associates III Inc. Denver, Colorado
Job Opening for Office Coordinator**

Primary Objective:

Seeking a friendly, gracious team player to coordinate the front office and facility maintenance at a highly evolved, environmentally conscious Interior Design firm. Ability to meet ongoing challenges of maintaining an efficient and streamlined office and to provide support and timely information in a service-oriented environment. Excellent communications with our internal team, clients, and vendors is a must. Detail oriented, proactive, problem solving, able to multi-task with outstanding organizational skills as well as being flexible and having a willingness and desire to learn is essential.

Primary Job Activities:

Answer phones, greet guests, coordinate travel, deliveries, and order supplies while keeping the office running smoothly. Distribute mail, update subscriptions and mailing lists. Filing, data entry and on site/off site record keeping. Prepare, edit and revise correspondence and documents, ie: agendas, meeting minutes, and action items. Facilities and equipment management and maintenance. Follow up calls to vendors, showrooms, and shipping companies.

Work Hours:

Full-time; 32-40 hours/week
Monday through Thursday, 8am – 6pm

Minimum Qualifications:

Professional manner and ability to fit into a creative environment. Skilled in Microsoft Office including Excel, Word, and PowerPoint. Ability to troubleshoot network, software and computer issues. Interest or background in environmental sustainability, purchasing, accounting, design, or other business-related pursuits are welcome.

Required Team Qualities and Values:

Positive, collaborative, takes initiative, enthusiastic, innovative, realistic, responsive, accountable, appreciative, kind, inspired, welcoming, mindful, genuine, confident, flexible, courageous, respectful, committed to excellence, trustworthy, trusting, open minded, work-life balance, community minded, environmentally active and with integrity.

Benefit Package:

Health, dental, vision and life insurance, holiday, vacation and 401(k) including employer match.
Hourly rate is dependent on experience and skill level.

To apply, send resume with salary requirements to: alessia@associates3.com
No calls please.