

Sr. Executive Assistant /Office Manager Denver, CO

SUMMARY: The Sr. Executive Assistant/Office Manager provides high-level administrative support to the executive leadership team. This role requires the ability to conduct, predict, implement and report with minimal supervision. Must be able to have proven success working within a complex organization. Will be responsible for providing administrative support to our Denver office, as well as some support to our remote offices in Williston, ND and Midland, TX.

DUTIES AND RESPONSIBILITIES:

Executive-level administration (40%)

- Managing workflow and priorities by managing schedule and anticipating steps ahead;
- Completes complex expense reports for several executives;
- Administration of travel arrangements for several "road warrior" executives. This will require coordinating and arranging domestic and international travel itineraries and arrangements including, air and ground transportation, hotel reservations, and other travel needs. Must be able to plan complex itineraries and expedite last minute changes, sometimes after normal business hours;
- Scheduling and coordinating meeting space and logistics for a variety of meetings to include but not limited to: executive meetings, board meetings, external events;
- Coordinates calendars and schedules appointments, ensuring all parties are informed of and kept abreast of schedules;
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues;
- May be asked to draft/prepare memorandums, correspondence, agenda materials and other documents of a highly confidential nature;
- Performs general clerical duties including but not limited to filing, photocopying, and mailing

Management of critical company initiatives (40%)

- Assists in development and implementation of department systems and procedures as needed;
- Execution of firmwide IT policies, procedures and best practices;
- Should be able to effectively triage IT needs company - wide;
- Should be able to establish effective partnership with existing IT vendor;
- Help support employees needing help desk support, software implementation and hardware upgrades/modifications;

Office management and support (20%)

- Distributes daily internal/external mail and overnight packages;
- Coordinates calendars and schedules appointments, ensuring all parties are informed of and kept abreast of schedules;
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- Negotiates and maintains contracts with outside vendors;
- Maintains office equipment: negotiates and monitors purchase and lease contracts;
- Orders and maintains supplies; coordinates equipment maintenance;
- Assists with special projects as assigned;
- Performs a variety of complicated tasks and other duties as assigned by supervisor;
- Plans, prioritizes and organizes workload to ensure deadlines are appropriately met;
- Acts as liaison between other departments and outside contacts and agencies;
- Performs other related duties as assigned by management;

QUALIFICATIONS:

- Associates degree (A.A.) or equivalent, five or more years of related experience, or equivalent combination of education and experience.
- Excellent verbal and written communication skills.
- Proficient on Microsoft Office applications.
- Keystrokes a minimum of 50 wpm.
- Ability to work on complex projects with general direction and minimal guidance.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Professional appearance and demeanor.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgement with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- This position requires a wide degree of creativity and latitude.
- Acute attention to detail.
- Demonstrated ability to plan and organize projects.

COMPETENCIES:

- **Analytical**--Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Oral Communication**--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.



- **Quality Management**--Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen**--Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Professionalism**--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Attendance/Punctuality**--Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

APPLICATION INSTRUCTIONS

Cover letters should clearly outline relevant experience and its applicability to this role. Resumes can be submitted to Amy Hopfenspirger, amy.hopfenspirger@energyreco.com.

EEO STATEMENT

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

