



COLORADO

Office of Economic Development
& International Trade

1625 Broadway, Suite 2700
Denver, CO 80202

The Colorado Office of Economic Development & International Trade

Job Title: Front Office Coordinator
Job Location: 1625 Broadway, Suite 2700 Denver, CO 80202
Reports to: Operations Manager
Salary Range: \$35,000-\$40,000

OVERVIEW

The Office of Economic Development and International Trade (“OEDIT”) was created to foster a positive business climate that encourages quality economic development through support of local and regional economic development activities throughout the State of Colorado. A comprehensive slate of programs within OEDIT’s divisions work together to offer economic development services for all Colorado businesses - new and expanding, traditional and emerging, small and large - including retention programs to ensure continued competitiveness of Colorado’s economic base, and job training to keep Colorado’s workforce the best in the nation.

POSITION

OEDIT is seeking an Office Coordinator that includes front desk receptionist responsibilities. The successful candidate must be customer focused, possess superior technical skills, and be a team player. He or she will manage the front desk by answering phone calls, welcoming office guests, managing the facility, IT, and office supply needs for the 60+ employee office. In addition, this person will support the Chief Operations Officer with scheduling and other related tasks. This position is full time, from 8:00 AM to 5:00 PM Monday through Friday.

RESPONSIBILITIES

Guest Services

- Responsible for officially opening and closing the office daily.
- Greets all guests and clients (in person or on the phone), and refers them to other staff or resources for assistance as needed.
- Maintains kitchen area including routine cleaning and provides assistance for setting up and cleaning up after meetings.
- Performs other duties as necessary to ensure elegant customer service is provided to guests and clients.

Office Management Support

- Updates relevant intra-office information, such as employee lists and emergency planning materials as needed.
- Receives and logs all incoming cash and checks.
- Coordinates the “on-boarding” process for new employees.
- Works closely with the building management and vendors to address any facility or office-wide issues, for example office closures, maintenance issues, and deliveries.
- Picks-up, sorts and distributes mail from the building’s mail room.
- Orders, maintains, and manages all supplies and office equipment/hardware, including but not limited to office, kitchen, and shipping supplies
- Coordinates state resource reservation, including vehicles, conference rooms and other resources
- Serves as fire warden and crisis manager for the office.
- Performs other duties as necessary to support other OEDIT staff members.

Project Support

- Proactively identify staff project needs including administrative support, development, and assistance within the office
- Prioritize a variety of projects as they are received insuring timely completion
- Maintain a strong awareness of office procedures, streamlining when necessary



Chief Operations Officer (C.O.O.) Support

- Assist with calendar scheduling (requiring interaction with both internal and external customers) to coordinate various complex meetings.
- Coordinate travel arrangements including scheduling and purchasing tickets for C.O.O.
- Manage C.O.O.'s expense claims.
- Support the C.O.O. with all other related assigned tasks.

COMPETENCIES

- **Customer/Client Focus** - Responsively addresses the needs of both internal and external customer/client; assures that customer services is a top priority; accurately diagnoses customer needs and responds accordingly; establishes customer rapport and partners with customers.
- **Teamwork** - Builds and supports effective teams; encourages a spirit of participation and belonging; enhances group cohesiveness by emphasizing team objectives and reinforcing cooperation.
- **Interpersonal Skills** - Builds and maintains effective working relationships with a wide range of individuals; quickly establishes rapport with others; shows sensitivity to people of diverse backgrounds; values diversity and seeks to understand differences in cultures and personal styles. Strong organizational skills with attention to detail.
- **Communication** - Is understood and understands others; clearly articulates key points when writing and speaking; actively listens; effectively interprets non-verbal communication and truly hears what a wide variety of people are trying to say; accurately assesses personal styles and adjusts own style of communication to optimize personal effectiveness.

EDUCATIONAL, SKILLS AND EXPERIENCE REQUIREMENTS

- High School diploma or equivalency required. Associate or BA/BS degree preferred.
- Minimum of 2 years receptionist and/or administrative assistant experience.
- Superior skills and expertise with Microsoft applications; Word and Excel; and Google mail required.

APPLICATION PROCESS

Applicants will need to submit a cover letter, resume, references, and salary requirements **as one document (PDF preferred)** to OEDIT by e-mail: oedit.info@state.co.us with the subject line "Office Coordinator" by September 15, 2107. Due to the large volume of resumes we receive, we do not acknowledge receipt of each resume and are unable to give status updates. If a strong match is found between your qualifications and the requirements of the position, a member of the recruiting staff will contact you to further discuss the career opportunity.

