

## Office Manager

**Job Title: Office Manager**  
**Type: Full Time, Exempt**  
**Location: Denver, Colorado**

Urban Villages, Inc., is a Denver-based, privately owned real estate development and property management company that specializes in timeless design and environmentally responsible development and management practices ([www.urban-villages.com](http://www.urban-villages.com)). We focus on long-term value creation for all of our project stakeholders: investors, partners, tenants, neighbors, communities, and our environment. Urban Villages creates places where people and businesses thrive.

### Position Overview:

We are seeking a full time Office Manager to provide oversight and management of all office operations. This position will be responsible for managing an office budget, managing office vendors and equipment, overseeing IT infrastructure and vendors, creating and maintaining office procedures, maintaining office cleanliness and organization, and procuring office and kitchen supplies, among other responsibilities. The ideal candidate is organized and detail oriented, has excellent communication skills, a drive to create efficiencies, does well in a fast-paced work environment, and has experience managing vendors and people. The Office manager will report to the Chief Operations Officer.

### Tasks and Responsibilities

- Manage day-to-day office operations, maintain organization, create and enforce office procedures, and ensure office cleanliness
- Create and maintain operational and cost efficiencies, including regular analysis of purchasing and office support roles
- Coordinate office repairs and maintenance with building maintenance team
- Manage and oversee office vendors, including contract terms, approving invoices, scheduling repair and maintenance needs, etc.
- Create and manage office budget
- Learn, understand and manage the office information technology (IT) systems and infrastructure, including the wireless network, phone system, office equipment, computer hardware and software, and be able to troubleshoot minor technical issues
- Primary point of contact with our IT vendor, including managing contract terms, approving invoice, scheduling appointments, etc.
- Manage and maintain corporate online accounts, including email, software subscriptions, online services, cloud-based filing system, etc.
- Manage mobile phone accounts
- Manage in office meeting spaces, including creating a scheduling system
- Responsible for setting up new employees in the office environment, including preparing desk space, phone setup, computer setup, and access to the various office equipment (copiers, Apple TVs, etc.).
- Supervise office support personnel; including recruitment, performance management, scheduling, etc.
- Provide administrative and operational support as assigned and directed
- Other tasks assigned as needed and requested.



**Position Qualifications and skills:**

- Minimum 3 years experience in office administration and at least 1 year of office management experience
- Minimum 1 year of supervising employees preferred
- Bachelor's degree in business administration or similar preferred
- Strong verbal communication skills
- Excellent writing – handwriting, excellent grammar, succinct and error-free
- Quick and proactive thinker, strong problem-solving ability, able to be resourceful and adaptable under pressure
- Proficient technological skills
- Works well in team setting, but also a self-starter who is able to work independently
- Exceptional customer service and interpersonal skills; ability to professionally interact with a broad range of clientele/relationships
- Exceptional work ethic and ability to accomplish objectives with little daily supervision and distraction
- Ability to tackle multiple tasks simultaneously without losing focus or attention on any one; not afraid to ask for help when needed
- Excellent organizational skills with attention to detail and systematic, accuracy-driven approach
- Proficiency with Mac Operating Systems and Microsoft Office applications.

**Compensation and benefits:**

Compensation will be commensurate with skills and experience. Employees may be eligible to participate in benefits packages, which include medical, dental, vision, retirement, paid holidays, vacation and sick time, and public transit pass.

**Application Process:**

Candidates should send a cover letter, available start date, résumé and salary requirements to [careers@urban-villages.com](mailto:careers@urban-villages.com). Qualified candidates will be contacted directly. No phone calls, please.