Administrative Assistant
Denver, Colorado

Job Title: Administrative Assistant
Type: Full Time, Non-Exempt
Pay Range: $18 - $22 hourly, depending on experience
Bonus: May be eligible for annual bonuses.
Location: Denver, Colorado
Company Benefits: Full time employee benefits include medical, dental, vision, life insurance, short-term and long-term disability, 401k retirement plan, paid holidays, paid time off, and a public transit pass.

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). 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 Administrative Assistant who has great interpersonal service skills, is reliable, highly motivated, and well organized. The Administrative Assistant will provide client-facing receptionist duties, support office functions, and provide general administrative support to executives and team members. The Administrative Assistant will serve as the first point of contact for all building floor tenants, and will be expected to be a friendly, smiling face and helping hand to all visitors. The ideal candidate has excellent communication and multitasking skills, a positive attitude, and a strong work ethic.

Primary Tasks and Responsibilities:
Receptionist duties:
• Answer, screen, and direct inbound calls in a timely manner; greet, welcome and direct office guests
• Sort and distribute mail and package deliveries daily; assist staff in outbound mailers, overnight parcel preparation and drop-off
Administrative duties:
• Clerical duties: typing, printing, copying, binding, scanning, etc.
• Maintaining records and document management by scanning, emailing, and uploading to online file storage, filing hard copy documents for all entities and departments as directed
• Assist company executives with schedule coordination, travel planning, clerical and administrative responsibilities, and personal requests from time to time.
• Provide project and administrative support to other office personnel as requested
Office Support duties:
• Responsible for ordering office and kitchen supplies and managing supply vendors.
• Maintain and coordinate office meeting spaces, including preparing office/conference rooms for scheduled meetings, manage the scheduling system, and manage conference room equipment (Apple TVs, conference phones, etc.)
• Responsible for office cleanliness and organization, including daily cleanup of office common areas, conference rooms, copy rooms and kitchen spaces. Maintain office organization throughout the office, including decluttering.
• Coordinate office repairs and maintenance with building maintenance team
• Other tasks assigned as needed

Required Qualifications and Skills:
• Minimum 2 + years experience as a receptionist or administrative assistant
• Exceptional customer service skills and professional phone manner
• Excellent organizational skills with attention to detail and systematic, accuracy-driven approach
• Strong verbal and written communication skills
• Strong 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 work well independently and within a multidisciplinary team environment with high standards
• Ability to tackle multiple tasks simultaneously without losing focus or attention on any one; not afraid to ask for help when needed
• Absolute discretion in receiving and handling sensitive information
• Proficiency with Google Workspace, and Microsoft Office applications

Position Preferred Qualifications:
• Bachelors degree
• Knowledge of Mac Operating Systems preferred
• Certified Colorado Notary preferred, or willingness to obtain certification

Application Process:
Candidates should send a cover letter, available start date, and résumé to careers@urban-villages.com. Qualified candidates will be contacted directly. No phone calls, please.

For information on Urban Villages visit our website at www.urban-villages.com.

Urban Villages is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.