

+ Office Manager Overview

Our Office Manager is responsible for overseeing the administrative and business operations aspects of our services and university practices. Duties include team scheduling, managing the overall and project budgets, coordinating events, and uplifting customer interactions.

+ Essential Job Functions

- Develop and foster a client-centric culture, supporting team members in client and community communications
- Provide efficiency in operations and work-flow process improvement; support teams in budget analysis, resource planning, contractor staffing, and program management
- Managing and updating processes for information flow and client documentation, timekeeping, project reporting, and value-based initiatives
- Ensures that all practice activities comply with contracts and client regulations
- Coordinates software sales and renewal agreements and invoicing for software and online subscriptions
- Management of internal tools - e.g., Microsoft Teams, Insightly CRM, Quickbooks, Dropbox
- Provide quality review for internal and external collaborations and deliverables

+ Education and Experience

- Associate's degree with 2+ years of experience in team and office management
- Experience with business applications for accounting, customer management, and support
- Advanced expertise in Microsoft Office Suite (Word, PowerPoint, Excel, and Publisher)
- Skills including organization and task management, document review, customer communications, phone and email communications, and team coordination
- Ability to translate business needs into recommended activities and improvements
- Customer Service experience and ability to initiate and build relationships with people

+ Working Environment

Area	Details
Hours of work	Full-time position, 40 hours a week, flexible schedule
Work Location	Colorado front-range preferred; 1-2 days in the Greenwood Village office per week
Travel	No travel is anticipated for this position
Salary	Commensurate with experience
Benefits	PTO, flexible work hours, 401k with matching contribution, annual healthcare reimbursement, hybrid work location, cell phone stipend

All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, sexual orientation, gender identity, national origin, protected veteran status, or based on disability.