

**Job Title:** Administrative Assistant

**Primary Location:** Evergreen, CO

**Reporting Manager/Supervisor:** Blair Printz, Administrative Manager



**Position Overview:**

Robert & Associates' *Administrative Assistant* is a team-based role which assists in facilitating the efficient operation of the office by supporting the *Administrative Manager* in performing a variety of clerical, organizational, and administrative tasks.

This is a customer-facing position where clear communication and exemplary customer service will allow our firm to build and maintain valuable relationships with new and existing clients.

**Responsibilities:**

- Provides administrative support to ensure efficient operation of the office and exceptional customer service
- Answers phone calls and emails in a courteous, professional, and timely manner
- Schedules in-person and virtual meetings
- Provides support and hospitality to office visitors
- Supports *Administrative Manager* by performing tasks related to organization
- Maintains accurate electronic records of client communication and any concerns or deficiencies that arise
- Provides general information regarding firm practices at the request of potential new clients
- Maintains supplies inventory and places orders using trusted vendors

**Qualifications, Experience, & Skills:**

- Experience in a customer service role (preferred)
- Ability and willingness to use electronic applications such as Microsoft Suite, email, and digital file storage (required)
- Willingness to assist clients in using electronic platforms, such as shared digital file storage (required)
- Ability to communicate verbally and electronically in a clear and professional manner (required)
- Ability to identify opportunities which would improve our teams efficiency (preferred)
- Dedication to helping the firm succeed, especially during tax season (required)
- Strong work ethic (required)
- Strong organizational skills (required)
- Ability to work to a strict deadline under pressure (required)
- Attention to client and firm priorities as they evolve (required)
- Experience with Accounting software, Excel, and other common business applications (preferred)

**Scheduling and Benefits:**

- This is an *at will* position
- This position will be paid hourly at a rate of \$20
- This role cannot be performed remotely
- This is a full-time, year-round position
- Overtime may be required in the months of March and April
- Hours may be reduced to 32 hours per week during seasonal lows
- This position requires availability Monday through Friday, from 8am to 5pm
- This role requires professional attire
- There will be 120 hours of paid time off annually, including sick days
- Health insurance reimbursements and retirement plans are available after 12 months of employment
- The office is closed on select holidays; these will be paid days off after 12 months of employment