



**Position Title: Office & Administration Lead**

**Reports To: Manager of Office Administration**

**Location: Denver, CO**

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Connect for Health Colorado is the state-based health insurance marketplace and support network that allows individuals, families and small employers to compare and purchase health plans from companies including the major health plans in the state in a convenient way. We provide high quality customer assistance by phone and in person, as well as access to federal financial assistance to reduce the cost of health insurance. Our mission is to increase access, affordability, and choice for individuals and small employers purchasing health insurance in Colorado.

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**Position Summary:**

The Office & Administrative Lead is an integral part of the office management and administrative team that manages the day-to-day office operations including but not limited to: presenting a professional front-office appearance, conducting facility maintenance, stocking office and kitchen supplies and overseeing office access security. The lead team member will perform administrative functions including organizing and managing the organization's collaboration and document management platform; as well as assisting in the executive support the board of directors and C-level executives. This role will also support other areas of the organization with administrative tasks.

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**The Office Administration and Administrative Lead's Responsibilities:**

- Support C-level executives including: heavy calendar management, executive organization and management, production of materials and other information dissemination activities.
- Assist in administering the collaboration and document management platform
- Assist with multiple calendars, scheduling, expenses and other administrative tasks
- Liaison to building management, maintenance, engineering, janitorial and security
- Greet visitors and route voicemail messages from the main phone line as needed
- Security system door access and building access management
- Security alarm and video system management – emergency on call contact
- Coordinate logistics and provide support for meetings and events including securing sites, webinar/phone set-up, Audio & visual set up, development of an agenda and materials
- Maintain cleanliness of conference rooms, lobby, and kitchen
- Manage all office, kitchen and printer supplies
- Partner with vendors to include All Copy Products, Key-Rite, Invincible Security, Logic Integration and Clear One
- Coordination and management of office events
- Assist with catering for meetings as needed
- Creation of presentations in PowerPoint and Word as requested

- Provide general office maintenance duties, including furniture moving and assembly
- Maintain office furniture and equipment including purchasing, verification and inventory documentation
- Manage office moves to include, when needed, coordination with contractors, painters, electricians, furniture & equipment, movers

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**Position Requirements:**

- Bachelor's degree in a business related field preferred
- Minimum of 4 years previous work experience in an administrative capacity in a professional office setting
- Highly organized and responsive
- Proficient in Microsoft Office Suite
- Experience with a web-based collaboration and document management system such as Box, SharePoint, etc. preferred.
- Experience with Microsoft Access is a plus
- Experience writing board meeting minutes or taking detailed meeting notes preferred
- Ability to multi-task and trouble-shoot
- Experience in a fast paced environment
- Friendly and welcoming
- Cooperative and willing to help where needed
- Meeting planning and coordination experience
- Excellent communications skills both verbal & written

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**Work Environment:**

- Typical office setting; the Connect for Health Colorado office is in the Cherry Creek area of Denver, near the intersection of Colorado Blvd. and Cherry Creek Drive North
- Work schedule may include some non-traditional hours, weekends and evening events.
- Full time position
- On-site during office hours, typically 8am-5pm

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**Compensation:**

Connect for Health Colorado offers a competitive salary and benefits package. Using Connect for Health Colorado's annual benefits allowance, employees may elect from various benefit offerings and tailor a package to best suit their individual needs. Connect for Health Colorado employees are eligible to participate in the organization's 403(b) plan and are additionally provided with paid time off, short and long term disability and life insurance.

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**To Apply:**

Please e-mail resume, cover letter, salary history, and three (3) references to [hire@c4hco.com](mailto:hire@c4hco.com). Please include position title in the subject line. No phone calls please.

**Connect for Health Colorado is an equal opportunity employer (EOE). Connect for Health Colorado may, at its discretion, conduct a background check on any workforce member and/or require job candidates to successfully complete a background check as a condition of employment.**

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