

## Job Description Administrative Assistant

**Contact:** Careers@BespokeConnects.com

**Location:** Denver, Colorado

**Compensation Range:** \$23 - \$27 per hour

**Classification:** Non-exempt; Full-Time

This is the perfect opportunity for an independent and self-starting individual looking to continue and grow their career in a professional and creative environment. Possessing a strong work ethic with a spirit of hospitality and predictive service are a must. Flexibility and change are a given in our fast-growing company. Focus, discipline, and a knack for adding structure to projects are needed to accomplish detailed tasks with accuracy, while working with great efficiency. Accountability and ownership of both individual tasks and long-term projects is essential.

Candidates who are willing to go the extra mile and learn more about event and meeting planning with a company that will offer you opportunities to thrive, are desired! You should be extremely self-motivated, committed and a dedicated team player with the flexibility to manage many types of projects working directly with our leadership team. You will gain an intimate understanding of the President's priorities and needs to prioritize his calendar accordingly. This role will work directly with Bespoke's President and other leadership team members. You will be interfacing often with our internal team members, clients and external stakeholders. A high level of discretion is required as you frequently handle confidential and sensitive information. You have a knack for coming up with creative solutions when problems arise, and you have the ability to anticipate outcomes while working with the highest level of polish.

Oh yeah -- and we also have a lot of fun around our office! You should be able to build upon our values and help us craft a work environment using our hearts, minds and humor to ensure our team is setup for success. Plus, you should be able to tell at least one good joke; it comes in handy more than you think in our industry.

This position requires flexibility and a high-threshold for change management along with a desire to maintain a working knowledge of Bespoke's internal processes. If you are still reading, you should check out our website at [www.BespokeConnects.com](http://www.BespokeConnects.com) to learn more about us, and while you're at it, let us know if you have any brilliant ideas for improvements!

## **Job Responsibilities:**

- Provides day-to-day administrative support to the President, including personal and professional support
- Manages and schedules President's calendar and ensures time is allocated for communications and tasks as well as travel time
- Provides background research to President prior to any scheduled meeting, interview, presentation, event or appointment, as needed
- Inputs time tracking into Harvest application
- Coordinates team travel arrangements and logistics
- Processes all travel, mileage, and credit card expense reimbursements
- Assist with organization and scanning of documents
- Takes meeting notes for meetings with leadership team members, as requested
- Oversee office facility to create a pleasant and supportive office environment for all Bespoke team members
- Supports team members to resolve IT issues
- Manages and coordinates office purchasing and/or leasing for office, such as office furnishings, equipment, office supplies, stationery, and merchandise.
- Primary point of contact for office vendors and suppliers
- Manages inventory of company logo merchandise and uniforms
- Manages office and administrative budget in conjunction with Finance Manager
- Manages various administrative activities, such as office petty cash, office locks and keys, office entry system, telephone system, maintenance of phone lists, et.
- Ensures records management for the company are in good order and well-organized
- Coordinates and plans staff and team culture initiatives, such as promotions, staff meals, office happy hours and outings and other special occasions

## **Desired Qualities:**

- Attention to detail and excellent problem-solving skills, and the ability to manage to specific timelines and budgets
- Confidence and professionalism and the ability to interact directly with internal and external stakeholders
- A consideration for stakeholders needs and wants
- Snacks - whether you're contributing to our collection or simply enjoying the goodies
- Superior proofreading skills - emails, websites and spreadsheets
- Experience in booking extensive executive travel; air, ground and lodging

- Ability to support and manage multiple tasks simultaneously and the ability to juggle tasks when priorities shift
- Excellent problem-solving skills – we fight fires all day, every day
- Willingness to support other projects as needed
- A skill in communicating with clients at all levels of organizations, written and conversational
- Desire to laugh often, or at least during office funny web video breaks
- No seriously, everyone likes a good snack
- Embody Bespoke’s beliefs, values and fun natured culture

### **Office Environment:**

- Casual and fun work environment
- Really good office coffee and espresso
- Flexible work program that allows you to work remotely on Fridays
- Meditation space
- Windows! You won’t be lost in a cube-farm here
- Impromptu office dance parties
- Company-wide volunteer programs
- And yes, there are snacks... so many snacks,we are in hospitality!

### **Access to Bespoke’s Benefits Package:**

- Health Care Reimbursement
- Life Insurance
- AD&D Insurance
- Cell Phone Allowance
- Parking Allowance
- Generous PTO allowance with “Trusted Time Off” unlimited time off plan after one year
- 401(k) with guaranteed 4% Bespoke matching plan
- ABCD – you and your significant other may join us on our Annual Bespoke Company-wide Destination incentive trip