

Administrative Assistant – Lakewood, CO

NewGen is a dynamic, growing consulting firm that helps utilities deliver vital services such as energy, water, and waste management. We seek a detail-oriented administrative assistant who loves editing and formatting, thrives on organization, and is eager to make a difference by supporting their team and the broader firm.

The successful candidate will serve as an Administrative Assistant assigned to support Lakewood office personnel as well as designated remote employees outside the office. Our work is meaningful, challenging, and exciting. Our company is focused on growth, innovation, and teamwork, and in this role, you will have an impact not only on your fellow coworkers and the company, but on utilities and communities across the country.

Key Roles

- Provide administrative support to multiple Project Managers and company leaders.
- Compile content and review, edit, and format project deliverables, including reports, memos, letters, proposals, and PowerPoint presentations.
- Support business development efforts, including company responses to competitive Requests for Proposals/Qualifications.
- Prepare Professional Service Agreements, Subconsultant Agreements, contract addendums, and other project-related documentation under the direction of Project Managers.
- Perform general office duties including, but not limited to, answering phones, ordering supplies, filing, document preparation, etc.
- Assist with organization efforts in the office and virtually.
- Assist with travel arrangements, scheduling, and other logistics for Project Team members.
- Coordinate calendars, arrange appointments, and schedule/set meetings (project oriented).
- Assist in coordinating Project Manager workload schedules/project team schedules.
- Be a culture champion in the office and support employee engagement.
- Coordinate office celebrations and social functions.
- Maintain company image and brand through the use of templates and use of presentation materials, graphics, supporting tools, etc.
- Assist with expense reporting.
- Adhere to NewGen standards with respect to work products, ethics, and other relevant company policies.

Required Qualifications

- Minimum of 2 years' successful experience in the Administrative Services field.

- High school diploma or GED required. Associate or bachelor's degree preferred.
- Strong working knowledge of Microsoft Suite (Word, PowerPoint, Outlook).

Preferred Qualifications

- Experience editing and proofreading, particularly adhering to a style guide.

Qualities

- Exceptional attention to detail.
- Excellent written and verbal communication skills.
- Highly organized, with the ability to self-manage multiple priorities and deadlines.
- Ability to multitask.
- Ability to think critically and solve problems innovatively.
- Ability to adapt to and work with different personalities and communication styles.
- A collaborative team player.

What We Offer

Join our team of experts dedicated to making a positive impact on our clients' energy consumption and costs. We offer a competitive compensation package, benefits, and opportunities for professional growth in a supportive and collaborative work environment.

- Base compensation of \$49,000–\$59,000. The range provided is NewGen's reasonable estimate of the base compensation for these roles. The actual amount may be higher or lower, based on nondiscriminatory factors such as location, experience, knowledge, skills, and abilities.
- Annual bonuses of 8%, contingent on personal and company performance.
- 401K plan with matching contributions.
- Medical and dental insurance.
- Paid vacations and holidays.
- Paid maternity and paternity leave.
- Meaningful opportunity for career progression within the organization.
- Ongoing training.
- Office snacks and occasional group lunches and team-building activities.

Additional Information

Location: Lakewood, CO. In-person with the option to work from home on Tuesdays and Fridays.

Employee Type: Full-time. Non-Exempt.

Legally Authorized to Work in United States: To qualify, applicants must be legally authorized to work in the United States, and should not require, now or in the future, sponsorship for employment visa status.

NewGen is an equal opportunity employer and complies with all federal, state, and local fair employment practices laws. NewGen strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, gender identity, sexual orientation, marital status, sex (including pregnancy), age, disability, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.