

## **Administrative Assistant**

NewGen Strategies and Solutions, LLC (NewGen) is a boutique Energy, Economic, Financial, and Environmental Consulting firm specializing in providing professional services to public and private sector utilities. The firm provides a wide variety of consulting services to electric, water, wastewater, solid waste, and natural gas utilities, in addition to regional planning agencies, utility commissions, state and federal agencies, law firms, and financial institutions.

We are a small firm (under 50 employees), allowing us to be responsive to clients and offering our employees direct exposure to our industry experts and senior management within the company. We have a collegial and supportive culture, and embrace teamwork and individual contributions to our projects, all of which leads to high job satisfaction. We believe employee development through training, mentoring, and project exposure is key to delivering high quality consulting services through motivated teams.

We also value the communities we live in, and accordingly commit 1% of our revenues to charities within our communities. All employees have a say in how and to which organizations these funds are donated.

Providing consulting services is hard work, full of project deadlines and client deliverables. We pride ourselves on the work we accomplish for our clients, but we also make time for socializing, sharing life's experiences, hobbies, and personal accomplishments. We value talented, enthusiastic, bold, and creative individuals who seek to make an impact in important industries within our society.

### **Job Purpose / Description**

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NewGen seeks to hire a well-qualified Administrative Assistant to join our Lakewood, Colorado office. The successful candidate will serve as the primary Administrative Assistant assigned to Lakewood office personnel. In addition to word processing, filing, and scheduling, they will perform duties such as coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects.

The successful candidate will also be responsible for assisting in reviewing, editing, and compiling content for reports, proposals, statements of qualifications, and other related work product.

The duties of the Administrative Assistant position include, but are not limited to:

- Provide administrative support to multiple Project Managers.
- Review, edit, and format project deliverables, including reports, memos, letters, proposals, and PowerPoint presentations.
- Primary production person regarding final deliverables (e.g., proposals, reports, etc.).
- Prepare Professional Service Agreements (PSA), Subconsultant Agreement, contract addendums, and other project-related documentation at the direction of the Project Manager (PM).
- General office duties including, but not limited to, answering phones, ordering supplies, filing, document preparation, office organization, etc.
- Assist with travel arrangements, scheduling, and other logistics for Project Team members.
- Coordinate calendars, arrange appointments, and schedule/set meetings.
- 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.
- Other duties as assigned.

### Qualifications / Required Skills

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The successful candidate will have the following qualifications:

- Minimum of 3 years' successful experience in the Administrative Services field.
- High school diploma or GED required.
- Ability to manage multiple projects and processes and handle competing priorities.
- Outgoing personality with excellent oral and interpersonal communication skills.
- Attention to detail and the ability to spot errors and inconsistencies.
- Able to adhere to tight deadlines.
- Intermediate to advanced proficiency with Microsoft Office (Word, PowerPoint, Outlook).
- Desire to learn new tools and programs to grow with the company.
- Ability to work independently and collaboratively in a team environment as all levels in an organization and manage the various personality types.

### Additional Information

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**Location:** Lakewood, Colorado

**Employee Type:** Full-time in office (Monday – Friday), benefits eligible

**Start Date:** September 2020

**Base Salary:** Competitive hourly wage. Salary range between \$35,000 - \$45,000 dependent on experience

**COVID-19 Considerations:** As of the date of this posting and per State Guidelines we are working in office at 50% capacity meeting all local mandates for safety and following CDC guidelines. Masks, sanitizers, and disinfecting spray will be provided and social distancing will be maintained. Masks are required in common building areas. Expectation is that you will be physically present in the office five days a week.