



959 South Kipling Parkway, Suite 200
Lakewood CO 80226
Ph: 303-758-6672
www.coloradonga.org

Job Posting

Office Assistant

Date Posted: August 3, 2022

Location: O'Toole's Garden Centers, Lakewood, Colorado

Please Contact:

Marquesa Wells

careers@otoolesgardencenters.com

Compensation:

\$21.00/hour

Please apply by using this link: <https://otoolesgardencentersinc.applicantstack.com/x/openings>

O'Toole's is seeking an outstanding office assistant who is a quick-thinking problem solver to work under the direction of the CEO/Owner. Must be reliable with excellent communication, research skills and know how to get things done. Be well versed in organizing, time management, and supporting C-level executives.

The primary focus of the Office Assistant helps to guide the office in day-to-day activities and embodies the mission, vision, and values of O'Toole's Garden Center Inc. As the Office Assistant, you'll ensure an exceptional day-to-day experience for office leadership, staff, clients, visitors, and guests. This position reports directly to the CEO/Owner. The position will require approximately 20 -25 hours per week, with a set schedule of Monday -Friday, 10:00 a.m. – 2:00 p.m.

ROLES and RESPONSIBILITIES

General Office Responsibilities:

- Answering Phones & Logging Incoming Calls and taking Detailed Messages.
- Maintain the daily appointment calendars of owners and prepare conference rooms and agendas for regular/special meetings.
- Responsible for managing/Assisting Walk-ins which may include job applicants, customers, employees, solicitors, etc.
- Coordinate travel arrangements, conferences, and other logistics, as well as follow through to confirm accurate bookings and meeting details for owners.
- Perform diversified and confidential administrative duties requiring comprehensive skills with, and knowledge of, organization policies and procedures.
- Take notes/minutes during leadership and management meetings.
- Inputting data into Excel Spreadsheets and updating and formatting documents.
- Conduct research to assist executives with inquiries or issues.
- Provide superior outcomes by taking ownership of administrative services to ensure quality work.

Accounting:

- Weekly/Daily AP data entry, generating reports, mailing checks, filing invoices.
- Scan/Photocopy receipts and invoices.
- Bank Runs as needed.



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Human Resources:

- Assist with set-up of new hire orientation, employee trainings, and open enrollment.
 - Assist with filing and maintenance of employee files.
 - Assist with inventory and distribution of employee uniforms.
- Other duties assigned.

QUALIFICATIONS and EDUCATION REQUIREMENTS

- High school diploma or equivalent required.
- Two (2) years of proven administrative experience.
- Excellent computer skills. Proficiency with the Microsoft® Office Suite (Word, Excel, PowerPoint, and Access) and able to learn new software quickly.
- Demonstrated experience in planning and organization; able to handle multiple tasks of high priority, in professional, confidential, and efficient manner.
- Ability to maintain confidentiality.
- Accuracy, planning and organization skills.
- Ability to adhere to O'Toole's core values.

PREFERRED SKILLS

- A.A Degree or bachelor's degree preferred

CORE VALUES

Bring the sunshine - Smile, laugh and have FUN! We don't take ourselves too seriously...it's only flowers!

We go ego free - We are seriously honest with ourselves in order to help others.

We don't know every story - We meet everyone with understanding and empathy. We listen, acknowledge and support.

Just say yes - We show up with an open attitude and enthusiasm to do our best for coworkers and customers.

We work hard - We are committed to quality in everything we do.

Palm trees not oak trees - We value flexibility and exploration. Just because we always have . . . doesn't mean we always should.

Own it! - We take responsibility for our commitments, even when it's tough.

Let's grow together - We strive to be better than we were yesterday, growing in knowledge and ability.

BENEFITS

- Incentive Bonuses
- Office Perks
- Scheduling Flexibility
- Work environment that understands work/life balance
- Growth Potential