



WORK AT DOMINION VOTING!

Office Assistant - Denver, CO



OUR COMPANY OFFERS HIGH-IMPACT, CHALLENGING, FAST-PACED, & REWARDING CAREER OPPORTUNITIES

Dominion Voting is looking to add an organized, dedicated and fun **Office Assistant** to our team in our Denver, Colorado office! This is a part-time role that will be responsible for assisting with office administrative activities to include answering the door, sending and receiving mail and packages, maintaining office supplies and kitchen, managing logistics required for company events, and coordinating travel and meetings.

KEY JOB RESPONSIBILITIES:

- Professionally answers and routes phone calls, handles and forwards mail, scans and organizes physical and digital documents and files, and welcomes guests.
- Maintains office supplies by checking stock to determine inventory levels; anticipating, ordering, placing and stocking supplies which are used in office on daily basis.
- Assists in scheduling and organizing of meetings to include sending out meeting requests, preparing documents and reports, ordering catering, setting up audio visual as needed, etc.
- Assists with company events i.e. team building, holiday party and all others events.
- Collaborates and communicates between departments and DVS office locations.
- Ensures that the office remains an employee friendly environment at all times.
- Other office and administration related tasks as requested by your Manager.

THE SUCCESSFUL CANDIDATE WILL POSSESS:

- High school education is required.
- 2+ years' experience in an administrative position is desired.
- Have an out-going and friendly personality and must be passionate about providing support to others.
- Detailed-oriented with a strong ability to multi-task, stay organized and meet deadlines.
- Proficient in MS Office Suite, including Word, Excel and Outlook programs.
- Strong verbal and written communication skills to include strong abilities with the English language
- Ability to analyze problems and identify potential solutions and preventive measures.
- Ability to establish and maintain positive relationships with colleagues, customers and vendors.



Dominion Voting Systems provides innovative election solutions to more than 1,200 jurisdictions in North America and abroad. Our team shares several common qualities including high energy, innovation, and dedication to product and customer service excellence. Our company offers challenging, fast-paced, rewarding opportunities for individuals seeking employment in a variety of different functions. You can learn more about us at www.dominionvoting.com



TO LEARN MORE ABOUT OUR TECHNOLOGY, PEOPLE AND SERVICES
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INTERESTED
IN THIS
OPPORTUNITY?

EMAIL RESUME & COVER LETTER TO
RESUMES@DOMINIONVOTING.COM