



Use your Administrative Skills in a Professional Environment Where you Feel Valued, Challenged and Proud of a Job Well Done!

Do you enjoy tracking details and following procedures to a T? Do you feel proud when you've found a creative solution to something that seemed impossible? Do you love interacting with people inside and outside of the office? If you like taking the initiative in a fast-paced, high-demand environment while doing something great for the community, then this is the job for you!

We're looking for an outstanding, positive and professional administrative/personal assistant to join the team at Tax Credit Connection/Colorado Property Connection to help us work efficiently and effectively, while providing excellent customer service to our clients. We practice an open, honest communication style and provide employees with many opportunities for professional growth. We offer a respectful and supportive atmosphere where we appreciate and help you strengthen your skills, while you provide top-notch administrative support and go the extra mile to support the president and our team in a variety of ways.

Qualifications:

- 1-2 years of experience as an administrative assistant in a fast-paced environment preferred
- Excellent written and verbal communication and interpersonal skills
- Strong attention to detail
- Ability to prioritize complex assignments and understand the impact on our clients and the company
- Ability to change priorities seamlessly as needed
- Ability to make accurate judgment calls
- Effective time-management skills without oversight
- Reliable, self-motivator who takes pride in his/her work
- Initiative taker
- Team player
- Proficiency in Word and Excel
- Outstanding, professional customer service skills

Responsibilities:

The primary responsibilities include, but are not limited to:

- Answering phones and providing excellent customer service
- Running errands for the office
- Supporting the president and staff in various areas including expense reports, travel arrangements, correspondence, and schedule assistance
- Property management and real estate support including assisting in preparing contracts, showing properties and coordinating maintenance for rental properties
- Maintaining our client database
- Filing/scanning documents
- Preparing presentation materials and informational articles for our clients
- Assembling contract packets for tax credit clients
- Cleaning office – mostly vacuuming, dusting and taking out the trash
- Assisting with electronic newsletters and updating of our website

Salary and Benefits:

- The starting salary is \$16/hour, with paid PTO and holidays, health insurance and a 401K with matching contributions.

Work Hours:

- This is a full-time, Monday through Friday position. Very occasional work on nights or weekends may be required.

Application Process:

- In order for your application to be deemed complete, please submit:
 - A cover letter explaining why you are interested in, and qualified for, this position
 - A professional resume
 - 3 professional references
- We will not process your application without all of the items listed above
- Applications accepted until position is filled
- Send your application to:

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