

About FPPA

The Fire and Police Pension Association was created by legislative mandate in the 1980's. Our leadership team guides us in fulfilling our mission, vision and values while achieving our strategic objectives. We administer a statewide multiple employer public employee retirement system providing defined benefit plan coverage as well as death and disability coverage for police officers and firefighters throughout the State of Colorado. We are a small association of about 60 staff located in Greenwood Village. We work hard and have a culture that supports staff to establish a well-balanced relationship between their personal needs and work commitments.

Position Summary

Our Office Administrator has significant interaction with customers and staff at all levels and from all departments of FPPA. This role is designed to support general business operations by maintaining data, office systems, and administrative services. Maintains administrative services by directing members, organizing office operations and procedures, controlling correspondence, maintaining filing systems, and supply management.

Responsibilities

- Provides in-office orientation and support to visitors and employees.
- Provides support as requested to assure that the office is maintained in a professional appearance and assists with organization, functionality and preparedness of office equipment, supplies, and conference rooms.
- Ensures a smooth and efficient office. This includes conducting inventories, purchases, and maintaining office supplies, equipment, and other essentials.
- Maintains office space, including unloading dishwasher, cleaning countertops, maintaining a clean, organized, and well-running office, desk setup, and stocking supplies.
- Maintains vendor relationships, review, code and submit invoices for payment.
- Performs backup duties for receptionist.
- Liaises with the building management company on building issues that arise, coordinating building conference rooms reservations and sharing office management communications.
- Provide support for the operational aspects of the Records program. This includes interpreting material for filing in our ECM system and other assigned records projects.
- Any other duties as needed to drive to the vision and fulfill the mission and abide by the values of the organization.

FPPAco.org
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(303) 770-3772
(800) 332-3772
(303) 771-7622 fax



Required Qualifications

- Must be service-oriented, helpful in nature and committed to providing excellent customer service.
- Exceptional organizational and administrative skills.
- Ability to handle and prioritize multiple projects that fluctuate in importance and urgency.
- Excellent verbal and written communication skills.
- Ability to work collaboratively within a team; ability and willingness to provide leadership or take on supportive roles depending on changing business demands.
- High level of professional integrity required; ability to maintain confidentiality and build trust.
- Ability to exercise good judgment by making sound and practical decisions; ability to assume responsibility for decisions and act decisively under deadlines.
- Computer literate and proficient with Microsoft Word, Excel and Outlook.
- A minimum of a High School Diploma/GED, required, associate degree preferred.
- A minimum of 2 years related or similar professional experience as an office assistant, facility coordinator, office administrator, or in another relevant position.

Physical Requirements

- Requires the ability to sit for extended periods at a computer workstation.
- Be able to work in an environment with open discussions and visitors without getting distracted.
- May be required to lift up to 20 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Additional Qualifications

If offered this position we do conduct a full background check and drug test.

Salary and Benefits

The salary range for this position is \$45,000 - \$65,500 depending upon experience. Includes group medical, dental, vision, 401K, 457, defined benefit through Colorado PERA, life insurance and long-term disability.

How do you apply?

Please send your resume and cover letter to Human Resources, humanresources@fppaco.org.