

We're Seeking a Part-time Office Administrator to Join Our Team

This position may be perfect for you if you thrive working in a team environment and enjoy helping and supporting your colleagues when necessary. We're looking for someone who has excellent organization skills and the ability to create efficiencies and streamline operations. Additionally, our ideal person loves being an active participant across our business and likes to work cross-functionally to solve problems and drive success.

As the office administrator, you are part of the benefits and membership services team and report to the benefits and membership services director. You work alongside, and support, staff. You are a "people person" and a problem solver who is resourceful and tech savvy. You are detail oriented, take initiative, think critically, and take ownership in all that you do. You are kind, have high ethical standards, and a strong personal integrity.

What You'll Do

- Provide support for retirement board meetings. This includes:
 - Collaborating with stakeholders to build the agenda.
 - Preparing meeting materials.
 - Sending meeting invite.
 - Setting-up meeting space.
 - Recording meeting.
 - Drafting meeting minutes.
- Serve as the main point of contact for on-boarding, benefit, and general human resource questions and records.
- Maintain complete confidentiality relative to all human resources information including payroll and employee statuses.
- Gather documents from new employees during the on-boarding process, set them up for payroll and benefits, and provide information.
- Manage the annual open enrollment process for staff. This includes:
 - Ensuring staff knows where to find information to make informed decisions.
 - Emphasizing deadlines and send reminders.
 - Supporting co-workers and answer questions timely.
 - Making sure changes are accurately reflected.
- Track monthly staff insurance billings and provide to accounting for payment.
- Maintain the official records retention schedule to facilitate records storage and retrieval and provide training to ensure compliance.
- Sustain appropriate levels for office and building supplies, replenishing when necessary.
- Coordinate staff functions.



- Provide backup support to the membership services team to ensure a positive customer experience. This includes:
 - Answering phones.
 - Scanning documents to member files.
 - Coordinating member mailings.
- Give excellent customer service to internal and external customers through prompt response and courteous communication.
- Document and update processes and practices to help contribute to wider team execution.
- Collaborate with staff, share feedback and ideas, and support each other.
- Understand and apply DERP's governing laws, policies, and procedures.

You'll Love This Role If

- You have a flexible attitude and understand no job is too small, or any problem too big to work through, particularly through collaboration.
- You pay attention to the smallest of details and anticipate possible issues before they arise.
- You have the capacity to operate within a collaborative environment.
- You can think on your feet and adapt to a fast paced, changing environment.
- You can prioritize and manage competing priorities.
- You are trustworthy and can always keep sensitive information confidential.
- You can motivate yourself and move forward with little guidance.
- You aren't afraid to ask questions when you don't know or understand or when you need more clarification.
- You treat others as you would like to be treated.

When You Join Us, You'll Bring

- Graduation from high school or the possession of a GED certificate, HiSET, or TASC Certificate.
- Two to five years of experience performing a combination of administrative and human resources work in a financial environment.
- Strong interpersonal skills
 - Self-confidence
 - Problem-solving
 - Positive attitude
 - Empathy
 - Listening
 - Reliability
 - Respectfulness
- Experience with Microsoft Office software products.
- Excellent verbal and written communication skills and the power to create a well-constructed message.



What We Offer

- A challenging opportunity and a great team to work beside.
- Competitive pay and work-life-balance.
- An environment where your insights and expertise are valued.
- A flexible schedule.
- A defined pension benefit retirement program.
- Health benefits that include medical, dental, and vision insurance.
- Short-term and long-term disability benefits.
- Tax-free health savings and spending accounts.
- Paid time off and paid holidays.

Additional Details

- This is a benefitted, part-time (20 hours per week), non-exempt position.
- You report to the benefits and membership services director.
- You will work from our office in Capitol Hill.

Position Salary Range – \$24.11 - \$36.17 an hour

Starting Pay – Based on your education and experience.

About Us

DERP was established January 1, 1963, to provide a defined benefit plan for eligible City and County of Denver employees in the Career Service, certain employees of the Denver Health and Hospital Authority, and DERP staff. As a trusted steward of the city's pension plan for almost 60 years, we have help thousands of eligible employees build, plan, and live a strong retirement future. We believe everyone deserves to have a strong retirement future and we are committed to providing members a secure DERP Pension Benefit, along with the information, education, guidance, and support needed to make informed retirement decisions on their journey to retirement.

Our office is in the Historic Capitol Hill neighborhood in the heart of Denver, Colorado. We're in the John Porter House mansion which was built in 1917 for Henry M. and Louise Coors Porter of the Porter Hospital and Coors Brewing Company families.

