



Job Announcement

Office Coordinator – Administrative Support

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Huwa Enterprises is a nationally renowned land reclamation and restoration company, that has successfully reclaimed over 3 million acres of land across 43 states in the US. We use innovative approaches based in science and environmentally sound practices in our work, and we continue to innovate as we partner with clients in specialty areas such as land reclamation, renewable energy, civil infrastructure, and natural disaster recovery, all using the most advanced tools in science and technology to do so. The Office Coordinator position is described below.

About this Role: We are seeking an enthusiastic, high energy individual who truly loves to work with people. Our desire is that every person, customers and employees, who walks through our doors will feel instantly welcome and know that our goal is to make their interaction with our company positive and productive. As the frontline representative of the company, you will ensure customer and employee satisfaction by addressing inquiries efficiently, resolving issues and providing general support. You will play a critical role in building and maintaining customer relationships. This position will also provide administrative support to Huwa Enterprises for the corporate offices and the executive staff, and various divisions of the company in a professional manner that assists with achievement of organizational objectives. This will include creating an inviting and friendly atmosphere for all guests and employees at the company's main office. This position will serve as first point of contact in the main office, in person and via the phone system, and facilitate transfer to the appropriate staff or department.

Reports to: Chief Human Resource Officer

Classification: Non-Exempt

Key Duties/Responsibilities:

- Operate telephone systems to answer, screen and forward calls, provide information, take messages and schedule appointments with the appropriate team members as needed;
- Greet all individuals entering the corporate office, determine nature and purpose of the visit, and direct or escort them to specific destinations;
- Collect, sort, and distribute mail; receive, log and distribute shipments received; prepare packages for shipment and pickup as needed by the various couriers;
- Assists with the planning, coordination and set up of special events, including but not limited to such things as Safety Day, holiday parties, Ropin' Rascals, RecSummit, employee milestone anniversary celebrations, and any event set to honor special VIP visitors to the corporate headquarters;
- Provide support as needed for any administrative task that corporate officers or directors may need and request;
- Assist in maintaining the employee e-mail distribution lists and keeping updated by adding and deleting individuals as the staffing of the company changes, and continue to assist with the EZ text messaging system to send out important company information as requested;
- Receive and log checks received via mail or drop off into the check ledger and forward to accounting team for processing;

- Responsible for the appearance of the corporate offices, including receiving and making recommendations for maintenance and repairs to the facilities, keeping amenities and supplies stocked, and the management of the third-party cleaning vendor;
- Provide support to marketing and HR by using knowledge of company activities and special events to develop content for the weekly newsletters;
- Supervise the part-time front desk assistant and provide training and assignment of appropriate work tasks;
- Responsible for receiving requests for supplies, including keeping all basic office supplies stocked by ordering anything needed or requested and having delivered or pick up when necessary;
- Makes photocopies,efaxes documents and performs other clerical functions when requested;
- Assists with document imaging and archiving in digital storage systems, and proper destruction of paper copies of materials no longer needed;
- May be assigned other duties in addition to or in lieu of those described above, and any duties are subject to change at any time according to the needs of the company.

Knowledge, Skills and Abilities Necessary:

- Interpersonal Skills-As the first point of contact most of the time in the corporate headquarters, the successful candidate must have an outgoing personality that will create a positive first impression. Must have the desire and ability to always provide excellent customer service with a welcoming and cheerful personality.
- Organization-Ability to maintain an organized desk and contribute to overall office tidiness. Keep digital records and files well organized and archived to ensure they can be accessed as needed.
- Time Management–Must be able to stay organized with assigned projects and deadlines, with the ability to multi-task as needed, and accept and thrive when change occurs, or priorities or projects shift based on business needs.
- Professionalism–Maintain a professional and courteous demeanor at all times with visitors, clients and company employees. Must be able to maintain confidentiality of sensitive information.
- Communication–Demonstrate ability to clearly communicate by actively listening and clearly articulating understanding of the individual’s needs, while also demonstrating ability to diffuse any tense situations that may arise.
- Company Knowledge–maintain basic knowledge of the employees of the company and their roles in order to facilitate connections to appropriate parties and know and understand the work of the various divisions of the company also to help facilitate connections to appropriate parties when clients or visitors make contact.
- Technology–Must be proficient in MS Word, Outlook, Excel, Power Point and Internet research.
- Experience–Demonstrated employment record that will prove previous success in a professional office environment, successfully working with clients and employees to help the company achieve stellar customer service in order to meet its strategic objectives.

Work Requirements

- Normal working hours vary between 8:00 am–5:00 pm with the expectation of a 40-hour work week,
- As necessary based on special events or other business needs, overtime may be required, including some evening or weekend work.

- Position is performed on site and based in Keenesburg, CO at the corporate office;
- Must be able to pass a pre-employment background check, which may include criminal, MVR and drug and alcohol screening.
- Must hold and maintain a driver's license, in good standing with all Company requirements.
- Must maintain a professional appearance appropriate for the anticipated activities of the day, with business casual or casual dress as the typical norm.

Salary and Benefits:

- Anticipated Hiring Wage Range: \$22-\$27 per hour depending on skills and experience.
- Benefits: Huwa Enterprises offers a comprehensive benefit package which includes a wide array of valuable benefit options for health, dental, vision, and life in addition to many optional benefits including such things as accident, hospital indemnity, EAP (employee assistance program), legal, pet insurance and others.

To Apply:

- 1) Please complete the online application form at [Application - H2 Enterprises](#).
- 2) Please also submit a detailed resume and a cover letter addressing the position requirements, along with three (3) professional references, which should include current or former supervisors to: HR@HuwaEnterprises.com.

This position will remain open until it is filled, and reviews of qualified applicants will begin immediately upon receipt.

You may contact Human Resources with any questions by e-mailing HR@HuwaEnterprises.com.

Notice to All Applicants:

- 1) Proof of eligibility to work is required to be produced within three (3) days of hire; 2) Direct Deposit is a condition of employment; 3) Applicants may be required to complete a successful background check prior to employment, including but not limited to drug screening and MVR, depending upon the duties of the position; 4) Requests for ADA reasonable accommodation in the application process can be requested by contacting HR@HuwaEnterprises.com.

Essential Functions**Work Environment:**

The noise level in the work environment is typically low to moderate noise on occasion. The climate in the facility is temperate with no large temperature swings or exposure to weather. Occasional exposure to various outdoor conditions during special events or when leaving the facility for pick-ups or deliveries. Some exposure to extreme cold will occur when working in the meat freezer.

Physical Demands:

The employee must frequently lift 10-15 pounds, occasionally lift and /or move up to 25 pounds, and very occasionally 50 pounds or slightly more with office supplies and other items for special events. Specific visionabilities required by this job include ability to work on computer screens and with paperwork with typical font sizes a large portion of the day. Must be able to hear and verbally communicate while operating the switchboard and staffing the front office. Must be able to receive information, retain directions and put those directives into action to

accomplish work tasks. While performing the duties of this Job, the employee is generally seated but will have need to frequently move around the office, both indoors and out. Must be able to bend, kneel, crouch, crawl and climb occasionally for this role.

Huwa Enterprises is an Equal Opportunity Employer:

It is the Company's policy to provide equal employment opportunities for all applicants and employees. The company prohibits all forms of discrimination and harassment including those that violate federal and state law. The company does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, marital status, gender identity, or sexual orientation in its employment practices and activities. To report any concerns or complaints, you may contact Human Resources at HR@HuwaEnterprises.com.