



# CULTIVATE

## **Cultivate: Office Coordinator** **Full-Time, Boulder, CO**

### **Overview**

Cultivate is currently recruiting for a full-time **Office Coordinator**, based out of Boulder, CO. The ideal candidate will be a team player who is able to work closely with the finance, events, purchasing, marketing, sales, merchandising and Artifact teams. Reporting to the Director of Purchasing, they will be self-directed, proactive, and ready to define and execute projects independently.

### **What we need**

Organized, hardworking, and detail-oriented individual to help relieve the Leadership and Operations Teams of certain essential projects and tasks to support Cultivate's continued growth. A team player who is self-motivated and is able to complete tasks and projects in a reasonable time with limited guidance or supervision.

### **Who you need to be**

An excellent communicator, detail-oriented, organized, thorough, and resourceful, with a strong work ethic. You are a savvy computer user comfortable crunching data in Excel, sharing documents in Google Drive and using all of the other tools MS Office and the Google Suite have to offer. You love discovering and learning new tools and you don't shy away from a challenge, knowing how to prioritize and multi-task to get the job done. You are flexible, energetic and above all a team player.

### **What you will do**

#### **Office Management**

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- General support including scheduling, correspondence, and research.
- Manage the office phone system and distribute incoming inquiries via phone and email.
- Managing all shipping and received to and from the Cultivate main office.
- Meeting preparation including scheduling meals and note taking.
- Assist in coordinating all aspects of on-site team meetings.
- Manage ordering and restocking of office supplies.
- Assist in new employee onboarding and workspace setup.
- Responsible for office maintenance (watering plants, maintaining organized space, etc)



- Run various office errands
- Other office tasks as needed

### **Operations Assistance**

- Assist Purchasing and Event teams with the post event website redemption orders including packaging and shipping product from Cultivate warehouse, including monthly inventory tracking and counts.
- Assist in company-wide marketing campaigns
- Manage all product and merchandise inventory stored within the Cultivate warehouse.
- Responsible for managing and maintaining accurate data entry for Purchasing Team.
- Manage the setup and tracking of in-house iPads and other technologies
- Prioritize and balance multiple tasks simultaneously.
- Take accountability and ownership of projects from start to finish.

### **Standout Skills**

- Excellent knowledge of MS Office and/or other office management software
- Excellent organizational and communication skills
- Excellent customer service aptitude

### **Must Haves**

- Minimum of 2 years professional experience and or training.
- Working knowledge of the Macintosh computer operating system.
- Innovative and creative thinker.

### **Compensation & Benefits**

- Competitive based upon experience
- Benefits including 401k (w/ 3% match) and insurance coverage

To apply, send your resume and cover letter to [Kelsi@cultivatepcg.com](mailto:Kelsi@cultivatepcg.com).

The above description reflects management's assignment of essential functions; it does not prescribe or restrict the task that may be assigned.