



RECEPTIONIST | DENVER

5+ years of experience

We're looking for a Receptionist to join us in our Denver office. Norris Design is a worldwide strategic partner in planning, landscape architecture and branding. We create value for our clients by combining excellent service with innovative solutions that can be implemented (in other words, our designs get built!). See what we mean at www.norris-design.com.

What do we have to offer?

You'll be surrounded by creative people who love what they do while forging their own career paths. You'll work with clients who entrust us with their projects, enjoy working with us and continue to come back time after time. You'll be mentored, no matter how much experience you have – our mentoring culture is an important ingredient that contributes to our success as a company, and to the success of our people.

Our Baseline

Full-time in person receptionist with excellent phone skills and a high level of enthusiasm, personal integrity, and flexibility with work tasks. Five+ years of experience in a similar position (high school diploma required with post education and/or comparable training).

Schedule: Monday – Friday; in-person with half day Fridays!

- Ability to work independently and as part of a team
- Solid verbal and written communication skills, excellent time management and organizational skills
- Proficient with Microsoft Office and Adobe Acrobat
- Detail and deadline-oriented
- Answer multi-line, multi-company phone system and transfer calls
- Greets clients and visitors in a professional manner
- General administrative duties to support daily operations and project teams
- Keeping front reception area clean and organized
- Set up and coordinate meetings, conference calls, conference rooms and web conferences
- Conducts parking enforcement and monitoring security cameras
- Prepare and manage incoming / outgoing mail and packages
- Maintain and announce company-wide birthday announcements and assist with monthly anniversary report and shout-outs
- Organize and stock communal workspaces and conference rooms
- Refill kitchen snacks, prepare coffee, and help maintain tidiness and inventory at both Denver office locations
- Mailing coordination (i.e., pulling addresses from multiple jurisdictions (we can teach that), formatting mailing labels, coordinating mailings to go out by deadlines)
- Comment Response Letters (i.e., formatting)
- Transcribing notes
- Printing/compiling submittal documents



- Other office needs as they occur and are assigned

Full time team members are eligible for Medical, Dental, Vision, Supplementary Insurance and Dependent Care FSA and Healthcare FSA. A portion of the Medical and Dental premiums are paid for by Norris Design. Norris Design provides an employer paid Basic Life Insurance and Long-Term Disability Insurance as well as a 4% company match to our 401k plan. Team members that become new parents while employed by Norris Design also receive 6 weeks of paid family leave. Team members receives 8 paid company holidays per year and an accrual based PTO program starting at 15 days per calendar year. Plus year-round half day Fridays! The salary range for this position is \$18/hr to \$23/hr.

Sound Interesting?

If interested, please send a cover letter, resume and 3 professional references to jobinfo@norris-design.com. Please include the position you are applying for in the subject line of your email. A writing sample must be included for consideration.

No phone calls please



Norris Design is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon any legally protected characteristics. All employment decisions are decided based on qualifications, merit, and business need.