



# Part-Time Office Assistant

## Who is Blue Margin?

Blue Margin, Inc. helps companies improve their business performance by making their data meaningful, using Microsoft's Business Intelligence stack (including Power BI and SQL Server) and Cloud Computing software and services (Azure and Office 365). Our core company values are honesty, transparency, efficiency, continuous learning, and generosity. We believe in working hard, volunteering in our community, and enjoying life along the way.

We are looking for a part-time office assistant to join our team.

## Responsibilities:

- Inventorying and purchasing supplies
- Coordinating office lunches
- Running various errands
- Tidying the general office areas
- Making phone calls to various clients/vendors
- Generating well-written emails
- Scheduling company service projects
- Planning and coordinating special events
- Making travel arrangements for executives
- Handling a wide variety of tasks

## Core Competencies:

- Highly Organized
- Hard-working
- Self-motivated
- Strong communicator
- Quick-learner
- Well-spoken
- Proficient with Microsoft Word, Excel, Outlook

## Our Culture:

- Company Core Values: Be Transparent, Be Positive, Be Efficient, Be Learning, Be Generous
- We want our employees and customers to thrive
- Weekly personal and professional development programs for all

- Entrepreneurism -- we've been in business 6 years and want everyone on our team to be eager to adapt and evolve with our advancing business. We are looking for someone who is comfortable wearing more than one hat.

#### **The Nitty-Gritty**

- Part-time (Approx. 12 hours a week – ideally 10:30 am – 1:00 pm M-F)
- Salary: \$15.00/hour
- Must have reliable transportation available for running errands (mileage will be reimbursed)
- Fort Collins local office

Our growth means we're looking for creative, flexible people with great attitudes, who are fun to work with. It also means we provide an excellent opportunity for someone who is serious about learning and has ambitious career goals.

- NO PHONE CALLS - Please email your resume to [angela.tourney@bluemargin.com](mailto:angela.tourney@bluemargin.com)