**ADEO JOB OPENINGS**

A close up of a sign

Description automatically generated

Operations Associate

Adeo is a non-profit organization that supports people with disabilities to take their place as full citizens of their community. We believe that diversity among our team members is critical to fulfilling our mission. Therefore, we seek to recruit, hire and retain the most talented people from a diverse candidate pool.

**Adeo is hiring an Operations Associate**

**Pay range:** $50-55,000 per year salaried

**Expected Schedule:** 40 hours/week, Monday to Friday, 8:30AM to 5PM

**Adeo is a respected non-profit organization that has been providing services to people with disabilities and their families in Northern Colorado for more than 40 years. Our services include affordable housing, a residential program for adults with brain injuries, and an outpatient physical therapy clinic. At Adeo we actively recruit to ensure a diverse workforce. We set high expectations and provide the support needed to achieve them.**

**Adeo is looking for an Operations Associate to support the team with management of day-to-day business.**

**Job Summary**

The Operations Associate will be responsible for assisting with a range of administrative and departmental functions with a focus on Human Resources, Payroll, Accounting, Housing and Property Management support.

*A successful candidate will be highly organized, an effective communicator, and a natural problem-solver with a versatile skill set to support different business functions with a diverse range of tasks.*

**Responsibilities:**

* HR – assist with recruitment, orientation of new hires, benefits, and workers compensation, set up new hires in the payroll system
* Property Management - interact with residents, tenants and contractors utilizing excellent customer service skills
* Housing – serve as the agency’s point of contact for all external organizations that work in the area of affordable housing (GURA, HUD, CDOH, FHLBT, etc.); ensure that the agency follows all relevant housing rules and regulations. Prepare required annual reports as needed and provide documentation and assistance during site visits. Monitor, track, and follow-up on annual housing subsidy renewal paperwork.
* Accounting - assist with basic accounting and billing functions.
* Administrative - order supplies, monitor printers and assist with front desk as needed

**Required Skills:**

* Demonstrated experience in administrative roles with increasing responsibilities
* Strong analytical and organizational skills
* Excellent communication, listening and interpersonal skills
* Ability to work under pressure
* Highly organized
* Detail and solutions-oriented
* Self-directed and able to prioritize work with minimal direction
* Ability to maintain composure in stressful situations
* Strong computer skills utilizing Excel, Word, and Windows based systems
* Bi-lingual in English and Spanish a plus

**Minimum Qualifications:**

* 2 years’ bookkeeping experience (Associates degree in Accounting preferred)
* 5 years’ experience in administrative role
* Experience with grant management preferred

**Physical Requirements:**

* Able to lift 0-20 lbs.
* Able to tolerate sitting for 6-8 hours
* Communicate effectively by speaking, reading, and writing English

**Benefits we offer:**

* Medical, dental, vision for self, spouse, children after 60 day waiting period
* Paid vacation and paid holidays
* 401(k) benefits with company matching – after 1 year probation period

Adeo supports people with disabilities to take their place as full citizens of their community. We believe that diversity among our team members is critical to fulfilling our mission. Therefore, we seek to recruit, hire and retain the most talented people from a diverse candidate pool.

We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.

**Contact Chris Montoya at** [**cmontoya@adeoco.org**](mailto:cmontoya@adeoco.org) **if interested.**