



***Title: Executive Assistant / Office Manager***

***Location: Denver, CO***

***About our Company:***

Cologix provides network and cloud neutral interconnection and colocation services in highly strategic and densely connected data centers. We enable customers to scale their businesses rapidly and cost-effectively by delivering flexible space, reliable power, and dense cloud and network connectivity to customers in the carrier, cloud, content delivery, media, financial services and enterprise communities. Our customers have direct access to our local operations teams which result in strong partnerships backed by exceptional operational support and unparalleled customer service. With 28 Data centers in the United States and Canada, Cologix offers space, power, cooling, cross-connects and physical security for its customers. We are headquartered in Denver, Colorado and have data centers in Columbus (3), Dallas (2), Jacksonville (2), Lakeland (1), Minneapolis (3), Montreal (10), New Jersey (3), Toronto (2), and Vancouver (2) where we provide local dedicated support teams for our colocation and interconnection customers. Our company is backed by one of the largest North American Infrastructure funds and we have huge growth ambitions.

***About the Position:***

**We are looking for a dedicated Executive Assistant/Office Manager to help keep our Headquarter office and Sr. Leadership team running smoothly. You will wear multiple hats and support 6 C-Level Executives with basic EA functions such as travel planning and expense reporting. You will also manage the day to day operations of our Denver office from a facilities and supplies standpoint. You will be a critical part of our team's success and have a large impact on the culture of our HQ office!**

***What you do daily:***

- Book travel within the US and Canada including Airfare, Hotel, Car
- Schedule Sr team meetings
- Act as point of contact for office needs of Denver employees
- Negotiate corporate rates at local hotels
- Maintain printers and other IT related items in the Denver office
- Make lunch and dinner reservations for Executive Team and Board Meetings

- Ship packages for the team
- Welcome visitors and vendors at the office
- Order and Maintain Coffee and Snacks
- Order of office supplies for the entire company
- Calendar maintenance
- Assist with PowerPoint Presentations
- Expense reporting for up to 6 Sr Execs
- Be available outside of standard office hours for time-sensitive travel and meeting changes
- Occasionally assist with organization of Denver team building events

***What makes you a good fit: (Qualifications)***

- Strong communications skills (written and verbal)
- Ability to work in a fast paced environment and prioritize tasks as needed
- Positive, helpful, team oriented attitude
- Professional demeanor
- Dependable
- Resourceful - able to work independently
- Must be able to work in the office 5 days per week
- Netsuite or other ERP
- MS Office (Excel / PPT / Word) specifically
- GSuite & Outlook

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.*

***Cologix is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.***