



JOB ANNOUNCEMENT: Office Manager

Job Description: GB3 Energy Solutions is seeking an Office Manager to oversee its administrative, customer care and financial operations. We are interested in candidates with strong interpersonal communication skills and a love of organization and systems. The ideal candidate has past experience in an administrative support role in a contracting/trades business. We are interested in candidates who can start part-time and grow into a full-time roll, but want to talk to all qualified applicants.

About GB3 Energy Solutions: GB3 is a full service home performance contractor serving the Denver metro area. We do insulation and air sealing, heating and cooling systems, and new windows on existing homes. We have been in business since 2008 and currently have 10 employees.

Job Duties:

- Serve as first point of contact for all customer enquiries via phone and email
- Schedule client appointments and projects, including inputting client information in Customer Relationship Management system
- Produce “job folders” for projects
- Run payroll for hourly employees
- Assist with materials management and ordering
- Assist with company financial management, including processing client payments, making bank deposits, managing accounts payable, managing accounts receivable, and other financial responsibilities
- Manage Xcel Energy rebate processing for our projects

Required Skills:

- Great phone presence, ability to professionally represent GB3 to our customers
- Effective writing skills, especially for email communication
- Strong organizational abilities
- Computer skills: Microsoft Word, Microsoft Excel, QuickBooks
- Basic small business financial management skills

Location: GB3 office/warehouse at 4941 Allison St., Suite 14 Arvada, CO 80002

Compensation: \$12–\$16/hour commensurate with experience, education, and skill set. Health insurance available

Contact: Grant Swanson, GB3 Co-Owner (grant@gb3energy.com 720-204-3033 ext. 1)