



Governor's Energy Office

JOB ANNOUNCEMENT

Colorado Governor's Energy Office

1580 Logan Street, Suite 100, Denver, CO 80203;

Job Title: Contracts Associate

The Governor's Energy Office (GEO) is actively seeking an individual for the position of Contracts Associate.

The successful candidate will provide non-technical support to the GEO's accounting team and Contracts Manager by helping to maintain accurate and complete records of all transactions.

Required Experience/Capabilities

Successful candidates must be self motivated, able to work independently, able to thrive in a constantly changing environment with minimal management oversight and be driven to implement state and federal policies.

Candidate must also have knowledge of Microsoft Excel and Word.

General Information

Full-time position, state government benefits, downtown Denver location, flexible work schedule, RTD Eco Pass, annual salary commensurate with experience.

Send resume and cover letter electronically to: (no phone calls please)

Seth Portner

Deputy Director

Seth.portner@state.co.us