

Administrative Assistant – KEDC Ashland Office
904 Rose Road, Ashland, KY 41102

Job Profile and Description – Up to 240 day Contract

This position requires an individual who is organized, proactive, confident, focused, and trustworthy. This person must be customer-focused, enthusiastic and self-motivated.

General Duties and Responsibilities -

- Organize and schedule office activities, including meetings, travel reservations, and conferences, as well as department activities for members of the department
- Create and develop visual and digital presentations for the Department Director and perform desktop publishing
- Establish, maintain and update filing system for the department; retrieve needed information from files
- Organize, arrange, and prioritize information and calls
- Sort and distribute mail; check mail on behalf of the Department Director
- Draft written responses by phone or e-mail when needed; responds to regular requests for information
- Answer phones on behalf of the Department Director
- Collaborate with other administrative assistants in attending to phone calls and mails
- Work independently and in conjunction with a team on special nonrecurring and ongoing projects; may act as project manager for special projects that may include disseminating information, planning and coordinating multiple presentations, creating brochures, and coordinating direct mailings
- Type and design correspondences and memos
- Proofread emails and letters for spelling and grammar, and suggest appropriate changes
- Screen, answer, and transfer inbound phone calls
- Processing Accounts Payable and Accounts Receivable – calling on past due invoices
- Process deliveries by inventorying, logging and organizing by job and crew
- Ensuring the office runs smoothly

****Other Duties as Assigned***

Skills and Specifications

- Must have good communication, problem-solving and organizational skills
- Must of have knowledge of social media outlets for sharing PR opportunities
- Must be able to lift up to 15 lbs.
- Must be proficient in Microsoft Word, Excel, Outlook and other Microsoft Software Applications

Education and Qualifications

- High School Diploma minimum - Associates/Bachelor's Degree preferred
- Work Experience in Administrative area preferred

****Email resume to jobs@kedc.org**