

Administrative Assistant/Office Manager – KEDC Lexington Office
118 James Court, Suite 60, Lexington, KY 40505

Job Profile and Description – Up to 240 day Contract

This position requires an individual who is proactive, confident, focused, and trustworthy. This person must be enthusiastic, customer-focused, and self-motivated. Primary responsibilities include handling incoming calls, greeting visitors and performing general administrative duties in addition to scheduling and preparing for meetings as needed. Also may assist with overflow work, including word processing, data entry.

General Duties and Responsibilities -

- Answer and direct phone calls to correct person/Depts
- Sort mail and distribute
- Meeting Prep – Schedule, setup tables/chairs, prepare refreshments, order food, copies, prepare folders
- Create Meeting Room signs as needed for meetings
- General Clean-up during and at the end of each working day – trash, restrooms, kitchen, meeting rooms, vacuuming, other as needed
- Process KEDC Deliveries by signing for and dispatching packages to the correct person/Dept.
- Close up KEDC Offices at the end of the day
 - Ensure all lights are turned off, all doors are locked
- Oversees and coordinates all activities scheduled at the Lexington satellite office ensuring good communication with staff at the main KEDC office in Ashland.
- Assists staff and outside guests utilizing the facility as needed.
- Assists the Executive Director with general duties, schedule and meetings.

Grant Duties and Responsibilities – .33% of time

- Provide support to Program Directors on activities and services, such as:
 - Completing Purchase Orders and placing orders
 - Creating and organizing contracts
 - Site preparation for meetings

****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 50 lbs.
- Must be proficient in Microsoft Word, Excel, Outlook and other Microsoft Software Applications
- Must be proficient or willing to learn technology set up, maintenance and operation in conference room

Education and Qualifications

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