

Receptionist/Administrative Assistant

Job Profile and Description

The KEDC Receptionist/Administrative Assistant is a professional who performs administrative and office support activities for multiple people. Their main responsibility includes fielding telephone calls, processing mail, receiving and directing visitors, meeting preparation, word processing, filing, copying, check processing and clerical assistance. The Receptionist is expected to work as a cohesive team with the Co-Receptionist to ensure excellent internal and external customer service.

Duties and Responsibilities

- **Receptionist Duties**
 - Answer and transfer phone calls
 - Sort Mail and Distribute
 - Write-up the bank deposit daily – ensure it is couriered to the bank daily
 - Schedule meeting rooms/Make signs
 - Vehicle Checkout & Monitoring for all staff
 - Process KEDC deliveries by dispatching packages to the correct person/dept. with assistance as needed.
 - Maintain KEDC copy center – order paper and supplies; call for maint when needed
 - Order KEDC supplies and stock supply closet
 - Close up KEDC office at end of the day – lock and secure building
 - Record absentees – email records out to staff and dept. heads
 - Other duties as assigned

- **General Fund**
 - Assist with Board Folder Preparations and Compiling
 - Process & Proof Accounts Payable checks weekly, prepare for mail

- **Administrative Support Team Member**
 - Assist and support Consultants with copies, general requests
 - Attend and participate in team meetings when needed
 - Attend professional development opportunities for continued growth

Skills and Specifications

- Must be a team player, have good communication skills
- Must be proficient in Microsoft Word, Excel and other Microsoft Software Applications
- Must be very Customer Service oriented.

Email resumes to jobs@kedc.org or mail them to: KEDC/ Jobs, 904 Rose Road, Ashland, KY 41102