

Administrative Assistant/Office Manager – Lexington Satellite Office

Reports to: Executive Director

Direct Reports: None

Job Profile and Description

This position requires an individual who is a proactive, confident, focused, and trustworthy. The successful candidate 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.

Duties and Responsibilities

- Answer and direct phone calls to correct person/Depts
- Sort mail and distribute
- Vehicle Checkout for Lexington-based staff (vehicles are requested from fleet via email)
- Schedule and set up meetings – prepare refreshments, order food, make copies, prepare folders
- Create Meeting Room signs as needed for meetings
- General Clean-up at the end of each working day – trash, 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 the Executive Director with general duties, schedule and meetings.
- Other duties as assigned.

Skills and Specifications

- Must have good communication and organizational skills
- Must be able to lift up to 50 lbs.
- Must be proficient in Microsoft Word, Excel, Outlook and other Microsoft Software Applications

Education and Qualifications

- High School Diploma or greater
- Work Experience in Administrative area preferred

To apply: Send resume and cover letter to: KEDC, 904 Rose Road, Ashland, KY 41102
or email: tammy.von@kedc.org