



Operations Administrative Assistant Kentucky International Convention Center

KENTUCKY EXPOSITION CENTER

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

Salary: Commensurate with experience
Work Address: 221 S. Fourth Street, Louisville, Kentucky 40202

Governed by the Kentucky State Fair Board, Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – partner with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. Whether it be a trade show, convention, conference, live stage show, livestock exposition, an athletic tournament or a private event, Kentucky Venues has the event space to offer for a successful and memorable event experience.

Kentucky International Convention Center (KICC), located in the heart of downtown Louisville, is the agency's showcase venue. Nearing the end of a complete two-year renovation, KICC will reopen August 2018 to host a full calendar of major conventions, conferences, expos and private events. The remarkable new convention center will span over two city blocks, is within steps of Louisville's major hotels, restaurants and attractions and will continue to operate its two self-owned adjacent parking garages.

Position Description:

This is a non-merit, non-exempt position that will serve the Kentucky International Convention Center to coordinate all aspects of administrative support for the Operations Department. The Administrative Assistant will perform administrative duties including processing and filing departmental documents, maintaining logs, preparing reports and coordinating communication within the Department and with other departments, facility partners and vendors. The Administrative Assistant will also have responsibilities with the operation of the Event Service Desk including processing electric, water and other exhibitor service orders and training other staff in the operation of the Service Desk. The Administrative Assistant will report to the Director of Operations, supporting the Operations Department as a whole, frequently interacting with most, if not all, operations employees as well as clients, exhibitors and Event Managers to accomplish delivering a quality event experience to all clients and guests.

Essential Functions:

- Perform administrative duties including creating, processing and filing documents, maintaining logs, creating and updating schedules and preparing reports.
- Perform clerical duties including answering phones, taking messages, operating office equipment, distributing mail, and responding to email on behalf of Director.
- Assist with the administration of operational improvement and emergency preparedness programs.
- Execute budgetary orders, receive and process invoices using complex processing programs, accurately code payment documents accordingly charge, check and review accuracy and policy determination for payment documents submitted by division staff.
- Be a SME on facility policies and procedures and accurately interpret to employees, clients, exhibitors, facility partners, vendors and guests.
- Compile, track, and coordinate budgetary spending, referencing complex master agreements
- Maintain and prepare reports using Ungerboeck event management software.
- Train employees on administrative procedures.
- Communicate effectively, orally and in writing, including use of a two-way radio.
- Effectively type and operate a computer and other office devices including calculators, telephones, copy and fax machines and printers; effectively use Microsoft Office including Excel, Outlook and Word.
- Participate in business, facility and event operations including moving loads of up to 25 lbs as required.
- Function and work effectively within stressful situations and environments, particularly that of an event-based nature.
- Function and work effectively in an office setting with minimal to moderate noise levels as well as facility areas with moderate to loud noise levels where event functions and facility maintenance are taking place.
- Work a varied schedule, contingent on facility and event requisites, including typical weekday hours, and evenings, late nights, early mornings, weekends and holidays as required; occasionally work long days and more than a 40-hour workweek.
- Perform relative duties and manage other responsibilities as assigned.

Qualifications:

- Experience using Ungerboeck event management software is preferred.
- Ability to effectively communicate, orally and in writing.
- Ability to work under pressure in a fast-paced environment and meet tight deadlines.
- Ability to adapt quickly to changing priorities.
- Ability to operate a personal computer and utilize Microsoft Word, Excel, PowerPoint and Outlook
- Ability to handle multiple tasks and priorities simultaneously, having exemplary customer service skills.
- Willing and able to work a varied schedule, typically within weekday hours, but also, contingent on event and facility requisites, evenings, late nights, early mornings, weekends, holidays, long days and more than a 40-hour workweek.
- Is detail-oriented, having strong organizational skills, and proficient interpersonal skills.

Minimum Requirements:**Education:**

- High school diploma or equivalent is preferred.
- A combination of education and experience may be considered.

Experience:

- At least one year of administrative experience for a major public, event or entertainment facility is preferred.

Additional Requirements:

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

Application Process:

Interested applicants should email a cover letter, résumé and at least three professional references to:

Paul Herberg

Director of Human Resources

Kentucky Venues

paul.herberg@kyvenues.com

The subject line of the email shall state “KICC Operations Administrative Assistant”.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.