



**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

Operations Administrative Assistant

Salary: commensurate with experience
Work Address: Kentucky Exposition Center
937 Phillips Lane Louisville, KY 40209

Kentucky Exposition Center

The Kentucky Exposition Center is one of the largest exposition facilities in North America. It hosts some of the world's most recognized events and trade shows with 1.2 million square feet of contiguous meeting space. There are 54 meeting rooms, two arenas and 300 acres of outdoor exhibit and demonstration space, which is all vastly configurable to the specific needs of our clients.

Kentucky Venues is governed by the Kentucky State Fair Board.

Work schedule can include nights, weekends and holidays as required. Benefits include life, health, dental and vision insurances, free parking, paid personal and sick leave, and a state employee pension.

Job Description:

The Operations Administrative Assistant performs administrative duties including processing and filing departmental documents, maintaining logs, preparing reports and coordinating communication within the department and with other facility departments, partners and vendors. The Operations Administrative Assistant also operates the Event Service Desk including processing electric, water and other exhibitor service orders and training other staff in the operation of the Service Desk.

Essential Functions:

- Performs administrative duties including drafting, processing and filing documents, maintaining logs, creating and updating schedules and preparing reports.
- Performs clerical duties including answering phones, taking messages, operating office equipment, distributing mail, and drafting and responding to email.
- Assists with the administration of operational processes improvement and emergency preparedness programs.
- Executes budgetary orders, receives and processes invoices using complex processing programs, accurately codes payment documents accordingly and reviews accuracy and policy accordance for payment documents submitted by division staff.
- Acts as a SME on facility policies and procedures and accurately interprets to employees, clients, exhibitors, facility partners, vendors and guests.
- Compiles, tracks, and coordinates budgetary spending, referencing and adhering to complex master agreements.
- Maintains and prepares reports using Ungerboeck event management and other software.
- Trains employees on administrative procedures and Event Service Desk operation.

WE SET THE STAGE. YOU STEAL THE SHOW.



- Adheres to organizational core values and service expectations.
- Addresses guest inquiries and requests in a courteous and professional manner.
- Performs relative duties and manage other responsibilities as assigned

Physical and Mental Demands (must be met with or without reasonable accommodations to perform essential functions):

- Consistently remains stationary at a desk or within an office workstation and operates a computer to accomplish a majority of duties and assigned tasks.
- Frequently operates office devices including some or all of, but not limited to, the following: calculators, telephones, copy and fax machines and printers.
- Frequently moves about office areas and multiple acres of leasable facility space, ascending/descending steps and ramps, to perform duties and become familiar with event layouts in order to knowingly address guests' questions and concerns.
- Occasionally moves objects weighing up to 25lbs.
- Consistently functions and works within a moderate-to-high pressure event-driven environment.

Work Environment and Hours of Work:

- Office setting with minimal-to-moderate noise levels as well as an event facility setting with moderate-to-high noise levels where event functions and facility maintenance are taking place.
- Generally, typical weekday hours, but contingent on facility and event scheduling, work hours may include some evenings, early mornings, weekends and holidays.
- Sometimes works than a 40hpw.
- Possible limited exposure to various weather conditions, including some or all of, but not limited to, the following: rain, sleet, snow, hail, and extreme cold, heat and humidity.
- Limited exposure to high-allergen and other atmospheric elements including some or all of, but not limited to, the following: livestock and other animals, hay, dirt, dust, and exhaust fumes.
- Limited exposure to potentially hazard-inducing elements and applications including some or all of, but not limited to, the following: use of heavy and specialized tools, moving vehicles and mechanical equipment, electrical current, working at above ground heights using ladders, lifts or other elevating devices, and direct contact with chemicals.

Knowledge, Skills and Abilities:

Knowledge of

- Effective communication and dissemination techniques and methods.
- Structure and content of the English language including the meaning and spelling of words and rules of composition and grammar.
- Administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing form, and other office procedures and terminology
- Event industry best practices, including that of event planning and scheduling, facility management, crowd management, public safety, F&B services and AV and IT operations.
- Organizational and facility policies, procedures and strategies to realize effective and safe operations.
- Customer and guest service principles inclusive of customer needs assessment and evaluation of customer satisfaction, industry best practices and quality standards in order to provide outstanding customer and guest service.

Skilled in

- Actively listening – giving full attention to what is being said, understanding points being made and asking questions for clarification.
- Communicating effectively – conveying clear and concise messages verbally including by two-way radio, phone and email.
- Reading comprehension – understanding written sentences and paragraphs in work-related documents
- Time management in order to oversee the needs of several events taking place at a given time.

- Critical thinking – using logic and reasoning to identify alternative approaches and determine effective solutions.
- Decision-making – considering the benefits and detriments of potential actions to choose the most appropriate action.
- Complex problem-solving – identifying and assessing situational factors and addressing a matter to determine a workable and favorable resolution.
- Developing creative and alternative ideas and solutions affluently.
- Recognizing, managing and responding to sensitive information and urgent matters.
- Efficiently using Microsoft Office applications including Excel, Outlook and Word.
- Meeting high standards of service and maintaining effective client relationships.

Able to

- Understand spoken and written English language.
- Apply general guidelines or directives to specific scenarios or challenges to produce sound results or solutions.
- Determine when a detail, component of a situation or a piece of information is erroneous, inaccurate or sub-par.
- Conduct self in a professional and composed manner.
- Comprehend, assess, and respond effectively to oral, written and non-verbal communication.
- Identify and assess event details and deduce anything sub-par or problematic.
- Prioritize tasks and responsibilities within specified time constraints.
- Function effectively in moderate to high-pressure situations.
- Allocate focus among multiple tasks and activities taking place simultaneously.
- Type and operate a computer and other office devices including, but not limited to, calculators, telephones, copy and fax machines and printers.
- Bend, stretch, twist, reach and otherwise move to perform assigned duties.
- Work collectively as a team member and take initiative to complete tasks working individually.

Education and Experience:

- High school diploma or equivalent is required.
- Minimum of two years of clerical or administrative support experience in operations, particularly at an event, entertainment or other major public facility.
- Current Kentucky State at Large Notary Public commission is preferred.

This position description is not designed to be a comprehensive listing of all functions, duties and responsibilities of the position. The functions, duties and responsibilities may change and others be assigned at any time with or without notice.

Application Process:

Interested applicants should email a cover letter, résumé and at least 3 professional references to:

Bill Murray, KEC Operations Director
 Kentucky Venues
bill.murray@kyvenues.com

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

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.