



Receptionist 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 perform a variety of clerical and administrative duties, including answering phones and receiving and forwarding mail, email and other correspondence, and will assist Executive Office Management with its activities. This position is the face of the Administrative Office and is responsible for greeting and welcoming guests and the maintaining the presentation and organization of the office common areas.

Essential Functions:

- Greet guests, answer questions, provide directions, and provide other assistance as necessary.
- Answer, screen and direct calls; handle inquiries; forward messages as necessary; maintain facility phone lists.
- Maintain attentive awareness of the environment and focus attention to the office entries.
- Perform general clerical functions including, but not limited to, photocopying, scanning, faxing, filing, mail distribution and bulk mailing.
- Maintain workstation and office common area, ensuring its cleanliness and proficient presentation.
- Maintain a filing system for records, reports and other documents.
- Process checks and invoices.
- Maintain, file, prepare and transcribe correspondence, obtaining signatures and approvals accordingly.
- Prepare outgoing mail with necessary postage; send and receive email accordingly.
- Work cooperatively and effectively with other employees on relative projects.
- Track and maintain shared office inventory supply.
- Prioritize and multi-task within specific and very often, stringent timelines.
- Maintain a professional appearance and demeanor, interacting with a gracious and pleasant approach.
- 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 and moderate noise levels, and if/when necessary, in facility areas with moderate to loud noise levels where event functions and facility maintenance are taking place.
- Work a varied schedule, including typical weekday hours, but also possible to include some evenings, nights, early mornings, weekends and holidays; occasionally work more than a 40-hour workweek, contingent on facility and event requisites.
- Perform relative duties and manage other responsibilities as assigned.

Qualifications:

- Skill in effectively planning, prioritizing and organizing work and able to execute to meet or exceed standards.
- Skill in providing exceptional customer service to all guests and internal customers (fellow employees).
- Able to be responsive regarding guest and employee requests and address relative matters accordingly.
- Able to maintain confidentiality and exercise discretion, particularly regarding sensitive information.
- Able to work efficiently and effectively independently, and also within a team.
- Able to understand and carry out simple to complex written and oral directives.
- Able to communicate clearly and concisely, in the English language, both orally and in writing.

Minimum Requirements:**Education:**

- High school diploma or equivalent.

Experience:

- At least two years of clerical and/or administrative experience, preferably for a major event or entertainment facility.
- Proficiency in word processing and related applications, including but not limited to, Microsoft Office (Word, Excel, etc.)

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 Receptionist".

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.