

Events & Facility Rental Administrative Assistant



INCUMBENT: Vacant
REPORTS TO: Director of Events & Building Services
LOCATION: Bowling Green, KY
STATUS: Full-Time, Hourly
DATE: Open Until Filled

TO APPLY: Please submit a cover letter, resume, and three professional references to HR@corvettemuseum.org.

DESCRIPTION

The Events & Facility Rental Administrative Assistant maintains office operations and oversees the smooth flow of daily administrative tasks for the NCM Events department. This position is also the first point of contact for incoming calls to the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Field inquires regarding rental options and event registration from current and potential clients.
- Assist in planning and logistics of facility rentals including development of timelines and schedules.
- Maintain facility rental calendar and communicate changes appropriately.
- Process invoices and collect payments from customers in a timely manner.
- Distribute rental contracts and other documents to clients and potential clients and ensure documents are executed properly.
- Create purchase orders and request checks for vendor invoices.
- Assist in building itineraries, finalizing participant numbers, and processing invoices and payments at Museum events.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- 3+ years of experience in an administrative and/or customer support role required.

QUALIFICATIONS

- Must be able to provide prompt and courteous customer service in person and over the phone.
- Proficiency with multi-line phones and Microsoft® Office Suite applications.
- Demonstrated reliability and proficiency in multi-tasking in a fast-paced office environment.
- Professional attitude and broad familiarity with administrative support requirements and expectations.
- Excellent written and oral communications skills with the ability to develop constructive relationships.
- Strong work ethic and unquestioned personal and professional integrity.

- Must be a self-starter who can organize and prioritize work independently with ability to make sound decisions.
- Strong attention to detail, establishing priorities, and meeting deadlines.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs. on a regular basis.
- Ability to operate computer and other equipment in the office.
- Ability to work in an environment with exposure to loud environmental noise.
- Must have sufficient mobility to move around the Musuem and the community.