



JOB TITLE: Administrative Assistant
DEPARTMENT: Facility Management
REPORTS TO: Director of Operations – Indiana Convention Center

FLSA Status: Non-Exempt

POSITION SUMMARY: This position performs clerical/administrative duties as required by the Director of Operations. Accountability is to the Director of Operations.

DUTIES:

- Greet clients and visitors to the Office area, determine their needs and route them to the appropriate person.
- Assist in development bid documents, requests for proposals, event estimates and similar submissions as needed.
- Uses project management principles to manage large and medium scope projects through the entire life cycle to completion.
- Manage and track ICCLOS building utility bills and spreadsheets for ICCLOS events.
- Manage and track ICCLOS building project expenses and spreadsheets for ICCLOS projects.
- Prepare memos, letters, emails, and correspondence as needed.
- Primary phone coverage for Director of Operations.
- Screen calls and update schedules/meetings for Director of Operations.
- Maintain all ICCLOS event and utility files.
- EWO's for reimbursable labor/materials.
- Organize and maintain an accurate general filing system.
- Assist with coordinating work for outside contractors.
- Cross-train to support other Administrative Assistant roles within Facility Department.
- Other duties as assigned by the Director of Operations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to work with efficiency and composure under stressful conditions and have the ability to interact positively with the public, clients, and co-workers.

EDUCATION/EXPERIENCE:

Associate degree (A. A.) from an accredited college or university, or one (1) to three (3) years' experience working in a project based environment or office; or equivalent combination of education and experience.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Basic computer literacy.
- High proficiency in Microsoft Suite or comparable software.
- Working knowledge of project / financial software package.
- Technical competencies include knowledge of administrative and clerical procedures, computers and relevant software applications, knowledge of client service principles and practices.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position is set in an office environment and requires constant repetitive finger movement, oral and hearing communication. Frequent standing, walking, sitting and climbing stairs with occasional stooping kneeling and repeated bending, reaching high/low/level.

Individuals interested in applying for this position should submit a resume or application to the Human Resources office no later than Friday, August 23, 2019.

Address:

**Human Resources
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Ave
Indianapolis, IN 46225**