



# SHELBYKY TOURISM

## **Executive Administrative Assistant**

Full Time

### **Executive Administrative Assistant ShelbyKY Tourism Commission & Visitors Bureau**

We are seeking a self-motivated college graduate or equivalent experience with great communication skills. Must possess the ability to prioritize and manage several tasks with attention to detail. Strong computer skills are required. Must be able to understand computers/computer programs and social media platforms. Experience in office work is favorable. A good command of Business English. Must exhibit courtesy to the public and fellow employees. Must use good judgment and exhibit tact in dealing with others. Must exhibit a high degree of adaptability and be able to accept new challenges.

### **RESPONSIBILITIES**

The ShelbyKY Tourism and Visitors Bureau Executive Administrative Assistant serves as the assistant to the Executive Director and Communications/Marketing Coordinator with day to day operations. This position assists in communications via administrative data maintenance, online communications, document preparations and file maintenance. Must demonstrate the ability to perform customer relations. Maintains effective internal and external relationships.

### **GENERAL DUTIES**

- A. Data maintenance and input of meeting notes, sales shows. Assists in document review and edits as requested.
- B. Research, track and maintain visitor counts at primary area attractions. Maintain records and supply graphics for tracking over time along with competition (surveys).
- C. Gather relevant information for industry newsletters, meeting documents (industry, group, international & sales shows)
- D. Manages inventory and fulfillment of bureau printed publications (ex. Visitors Guide, Tour Planner Guide, Recipe Cards) keeping up-to-date records and organized storage system .
- E. Manages inventory of department promotional items (ex. koozies, chapstick, totebags); along with office supplies, keeping up-to-date records (via dropbox & excel or equivalent) and organized storage system.
- F. Schedules meetings as requested using google calendar.
- G. Prepares agendas and records minutes of all Commission meetings.
- H. Maintains Commission records for public viewing.

- I. May be asked to travel as well as participate in educational seminars or other tourism-related events outside of regular business hours.
- J. Assists Marketing Coordinator in creates seasonal displays at the Shelby County Welcome Center and/or our Welcome Center/Lobby.
- K. Coordinates services for group meetings and group travel in Shelbyville, Simpsonville, Shelby County (registration, welcome ceremonies, tour itineraries, etc.).
- L. Serve as front line support to receptionist via phones, welcome center receiving. Make calls for meetings/events at Director's request.
- M. Send applicable website updates to web designer; assist in maintenance of website calendar of events, listings and general information.
- N. Data entry of sales leads and maintenance of group sales database.
- O. Performs any other duties as assigned by the Executive Director.

**EDUCATION / EXPERIENCE REQUIRED:**

College graduate or experience equivalent.

**SKILLS NECESSARY FOR JOB**

- Communication proficiency
- Independent worker
- Self-motivated
- Technical capability
- Understand and can implement all social media platforms
- Ability to work in a team
- Time and project management
- Must be able to lift 30lbs and stand/walk for periods of time
- Organizational Skills

**SKILLS PREFERRED FOR JOB**

- General knowledge of Microsoft Office Suite
- Familiarity with Word Press or similar website dashboards

**EXPECTED HOURS OF WORK**

- Monday-Friday, 9:00AM-5:00PM
- Additional after hours and weekend hours as required
- Travel outside of ShelbyKY to conferences, meetings and events as required

**SALARY**

- \$32,500 annual pay (hourly wage \$15.62) - \$35, 000 annual pay (hourly wage \$16.82)
- Additional benefits

**TO APPLY:**

Email resume and cover letter to [KatieF@VisitShelbyKy.com](mailto:KatieF@VisitShelbyKy.com) no later than January 31, 2018;  
subject line: EAA

**CONFLICT OF INTEREST STATEMENT**

Commissioners and employees of the Bureau may not have any interest, direct or indirect, in any contract or transaction with the Bureau unless the conflict of interest is disclosed to the Executive Director and/or the Board of Directors.