



Operations Office Technician

Job Type: Full-Time working at least 40 hours per week
Salary: \$34,104.00 - \$40,823.00 – Commensurate with experience
Work Location: Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209

Organizational Summary:

Kentucky Venues operates the Kentucky International Convention Center (KICC) and the Kentucky Exposition Center (KEC) to serve regional, national, and international clients while promoting the progress of the Commonwealth and advancing Kentucky's agriculture and tourism industries and economy. We produce six signature events that bring those from around the world to Kentucky. These events promote the pride and progress of the agricultural industry and affirm our agency's commitment to improving rural and urban understanding. Kentucky Venues is governed by the Kentucky State Fair Board.

Employee Benefits:

Kentucky Venues offers extremely competitive benefits for eligible employees including health, dental, vision and life insurance, paid personal and sick leave, state pension and supplemental retirement options and access to an Employee Assistance Program (EAP). All employees receive free parking at both facilities and employee discounts on electronics, travel and lodgings.

Position Summary:

The Operations Clerical Support 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. Staff 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 (must be able to execute with/without reasonable accommodation):

General duties performed in order to accomplish position objectives; inclusive of how and frequency of which they are performed including but not limited to:

- Perform 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.
- Maintains and prepares reports using Ungerboeck event management and other software.
- Trains employees on administrative procedures and Event Service Desk operation.
- Performs relative duties and manages other responsibilities as assigned

Direct Reports: There are no positions that report to this position.

Physical Demands, Work Environment and Hours of Work:

Must be able to execute with/without reasonable accommodation.

- Often remains stationary within a workstation, operating a computer and a multi-line phone
- Consistently communicates and interacts in-person and via voice call, video call, text, and email
- Operates office devices including calculators, telephones, copy/fax machines and printers
- Regularly traverses facility space, including stairs, ramps, escalators/elevators, and heavily occupied spaces

- Regularly bends, stretches, and otherwise moves to perform duties; occasionally moves loads of up to 25lbs
- Office and event facility settings with moderate/high noise levels
- Usual work hours are weekdays, but contingent upon sales calls and industry functions, work hours will include some evenings, late nights, early mornings, weekends, and holidays; occasionally works more than 40h/w
- Exposure to hot/cold/humid climates and elements including livestock, hay, dirt/dust, and exhaust fumes

Requirements for position (minimum Education Level, Years of Experience and Specialized Abilities):

An equivalent combination of education and experience may be substituted.

- High School Diploma or equivalent
- Ability to operate Microsoft office suite effectively
- Must be eligible for employment within the United States

To Apply:

Complete an application at <https://kyvenues.com/apply-online> or email a letter of interest, résumé and professional references to HR@KYVENUES.COM.

Kentucky Venues is an equal opportunity employer. Kentucky Venues does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.