Front Office/Event Assistant

Department / Classification: *Assistant – Non-Exempt*

Job Title: *Front Office/Event Assistant*

Supervisor: *Director of Human Resources*

Job Purpose: *As one of the first faces of the Kansas Leadership Center, this position will be responsible for greeting guests with an upbeat and positive attitude. Will be assigned clerical duties as well as answer phones, provide assistance to Event Coordinator and the Accounting Manager.*

Job Responsibilities:

- Welcome all guests and direct to appropriate meeting space or the lobby to wait for staff member
- Answer phones, direct calls to appropriate staff
- Monitor event calendar and be familiar with set ups for the meetings held in the building each day
- Ensure lobby is open and "meeting ready" each morning: doors are locked/unlocked appropriately based on event schedule, lights and A/V screens are powered on/off and lobby is tidy
- Provide back up to Event Coordinator with furniture changes
- Prepare and maintain drink station on days when meetings are in the building or for groups of 25 or less
- Prepare buffet lines and maintain when groups of 25 or fewer are present. Include set up, clean up
- Assist Program Staff/Event Coordinator with classroom set up, registration, and assembling materials for upcoming programs as needed
- Provide support to accounting manager with tasks as assigned
- Responsible for book inventory, tracking (weekly reporting) and shipping
- Provide assistance to Front Desk Associate and Program Associates as needed
- Other duties as assigned

***Qualifications*:**

- Work experience as receptionist or customer service agent
- Excellent communication skills sufficient to express ideas both orally and in writing, to a variety of constituencies
- Demonstrated time management and organizational skills
- Highly proficient in Microsoft Office applications
- Ability to get along with a diverse group of participants and constituents
- Open to many perspectives, avoiding intellectual arrogance
- Friendly and professional and customer service attitude
- Good phone etiquette

Responses for this position should be directed to Darla Brunner, Director of Human Resources at dbrunner@kansasleadershipcenter.org or if questions please contact me at 316-712-4950.

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