

**Northern Kentucky Cooperative for Educational Services**

**JOB DESCRIPTION**

**JOB TITLE: Program and Purchasing Assistant**

**Education**

* High School Diploma(minimum)- Associates/Bachelor’s Degree(preferred)
* Three (3) years of administrative support/secretarial experience
* Work experience in related field

**Qualifications**

* Strong interpersonal and communication skills (written and spoken)
* Self-starter, problem solver, and independent worker
* Ability to work as an effective team member
* Ability to adjust to change and varied work assignments
* Attention to detail and well organized
* Intermediate to advanced technological/computer skills(ability to learn other software programs)
* Such additional qualifications as the Executive Director and NKCES Board of Directors may find appropriate and acceptable

**REPORTS TO:** Executive Director or Designee

**JOB GOAL:** The program/purchasing assistant will provide strategic organization of projects, events and business related tasks to assure all NKCES programs and NKY regional initiatives operative effectively.

**DUTIES:**

* Serve as administrative assistant to the Executive Director. Plan, organize, and coordinate activities to relieve the administrator of routine clerical duties.
* Maintain clerical duties such as answering phones, responding to emails, filing documents, compiling and sending bulk mailings, distributing interoffice mail to staff, etc.
* Maintains office calendar for co-op wide events and meeting spaces, including reminders of upcoming appointments and events.
* Assists in planning, budgeting, and overseeing special events on and off- site. Including the setup of conference rooms and equipment for on-site events and venue reservations and travel accommodations for off-site events.
* Create and edit flyers, newsletters, and brochures for organization
* Monitor and promote purchases such as food, materials, and supplies for trainings, meetings, special events, etc.
* Welcome visitors and maintain entry of secured door
* Create, type, proffered reports and letters as requested
* Inventory and reorder supplies when necessary
* Acts as a liaison between different departments
* Runs miscellaneous errands for staff including the drop off of bank deposits

**Required Knowledge, Skills and Abilities**

* Demonstrates excellent interpersonal skills and works well with a range of different individuals.
* Exhibits ability to multitask on a regular basis
* Pays close attention to detail
* Proficient in the use of Microsoft programs such as Word, Excel, and Power Point
* Demonstrates familiarity with basic office equipment such as fax machines and intercom systems
* Exhibits friendly and professional demeanor, including phone etiquette

**Employment:** Classified, Full-time, 230-235 day contract eligible for Kentucky County Retirement System

**Terms of Employment:** Salary, number of days, work hours, employee benefits, and other related issues are to be set by contract, as approved by the Board

**Evaluation**: Job performance for this position will be evaluated in accordance with the Policies and Procedures as approved by the NKCES board