



Greater Wichita
Partnership

GREATER WICHITA PARTNERSHIP

Reception and Administrative Coordinator

June 2021

ABOUT THE GREATER WICHITA PARTNERSHIP

The mission of the Greater Wichita Partnership is to align resources and focus the business community on common strategies that fast-forward economic growth in Wichita and South Central Kansas. The Partnership focuses on three key priorities: jobs, talent, and quality of place.

POSITION DESCRIPTION

The duties of the Greater Wichita Partnership's Reception and Administrative Coordinator will include but not be limited to the following:

- Provide office reception to include answering of telephones, taking messages, coordinating meetings and creating a welcoming atmosphere for all guests, including elected officials.
- Manage, maintain and coordinate select Senior Staff's calendars, appointments and schedules.
- Support the various Boards and Senior Staff team, as needed, to include the recording of official minutes and preparing of routine agendas, email, and other written correspondence.
- Serve as office manager regarding operational management, including the inventory, purchase and order of office and kitchen supplies; meeting room presentation and readiness; and the physical environment of the office, such as equipment maintenance, service provider communication, and management of security system calls and alerts.
- Open, sort and distribute mail and other correspondence, including coordination with staff of invoices and other documents needed to distribute to the Finance Team.
- Serve as travel coordinator for all staff to include airline, hotel, and meal reservations.
- Provide event management support to include facilities, catering of food and/or beverages, room set up and clean up, directions, issuance of RSVP-type correspondence and other needs.
- Complete and code personal expense and business credit card charge reports for select Senior Staff members and submit to the Finance Team by the established deadline.
- Organize and maintain sound document management, retention, and storage procedures.
- All other duties assigned by the President/CEO and/or Senior Staff team.
- Note, these duties encompass the office and Board of the Wichita Downtown Development Corporation as well since the President/CEO is the same person and space, staff and services are shared to maximize financial resources and create efficiencies.

ESSENTIAL WORK TASKS

The Reception and Administrative Coordinator serves in a key coordination role in which to ensure:

- (1) The President/CEO has the correct calendar/schedule information and related communication at all times, with all parties aware of appointments.
- (2) The office and meeting spaces are presentable and ready for guests and staff.
- (3) Guests receive an exceptional first impression and returning visitors and partners are treated with respect and care via all types of interaction (telephone, in person, email and other correspondence).
- (4) Board activities are correctly recorded and reported for historical documentation on initiatives, use of funding, and regulatory and other compliance.
- (5) Leadership positions, as well as other staff and Board members, can function effectively and efficiently doing work at appropriate levels with trust and confidence in the duties and tasks performed by the Reception and Administrative Coordinator.

The ideal candidate has an outgoing, yet humble personality, who is unafraid to connect with the President/CEO and Senior Team staff within the appropriate time and method about issues in need of attention, including (a) public, media or other requests, complaints or concerns that need responses; (b) office procedures and relationships; and (c) recommendations for office administration and customer relations

TRAINING AND EXPERIENCE

Bachelor's degree or associate degree preferred in business administration, management, human resources, or related fields preferred. Experience in office management, executive support or communications can be substituted for a degree, with one to two years of related experience preferred. The Greater Wichita Partnership reserves the right to evaluate related experience and determine its relevance to the position's expectations and requirements.

SKILLS, KNOWLEDGE AND ABILITIES

Skill and proficiency in the utilization of Windows operating systems and applications including but not limited to, Microsoft Office Suite, including calendaring and scheduling in Outlook and Outlook 365. Skill and proficiency in navigating remote working tools such as Zoom, Microsoft Teams, etc.

Professional, pro-active, self-motivated individual with the ability to communicate effectively and confidently with staff, partners, guests, and investors at all levels.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively, including business writing, conversational and telephone skills.

Ability to be punctual and reliable is essential.

Ability to occasionally work prior to 8:00 am and after 5:00 pm.

Ability to legally drive and ensure a personal vehicle and occasionally use it for business purposes, with subsequent reimbursement by mile.



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Ability to maintain absolute confidentiality regarding all office conversations, events, visitors, financial information, communications, travel, appointments, meetings, and planning.

COMPENSATION AND BENEFITS

Compensation is commensurate based on experience and qualifications. The position is not eligible for overtime compensation, but every effort is made to recognize excess time worked and adjust schedules accordingly when work allows.

Benefits package includes company-sponsored health and dental insurance plan, paid sick leave, vacation time and holidays and an employer-paid life and long-term disability insurance plan.

Employee can also participate in 401(K) retirement savings plans with an employer match.

The Greater Wichita Partnership is an equal opportunity employer.

Please include resume, cover letter and references via email only and preferably in pdf format to:

Greater Wichita Partnership
admin@greaterwichitapartnership.org