

Job Posting: Executive Administrative Secretary

Job Description: Reporting directly to the Executive Director, the Executive Administrative Secretary serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Executive Director. The EAS also serves as a liaison to the Commission members, coordinates outreach to racetrack executives pertaining to licensing matters and oversees special projects as assigned by the Executive Director. The ideal candidate must be organized and enjoy working in a small team setting with little supervision. The ideal candidate will also have strong written and verbal communication, administrative, and organizational skills and be able to maintain a realistic balance among multiple priorities.

Roles and Responsibilities

- Completes a broad range of administrative tasks related to the Office of the Executive Director such as: processing incoming mail; managing calendar of appointments; reviewing expense reports; preparing memorandums; arranging detailed itineraries and agenda; and compiling documents for Commission meetings
- Assists Commission members with meeting arrangements, logistics, credentialing and maintains discretion and confidentiality in relationships with all Commission members
- Ensures that general sections of the Commission website and public notices are delivered appropriately
- Assists with receiving incoming calls for the agency
- Performs special projects as tasked by the Executive Director

Qualifications

- Proficient in Microsoft Office (Outlook, Word, Excel and Power Point), Adobe Acrobat and other Social Media platforms
- Bachelor's degree preferred

Why the Commission?

The Kentucky Horse Racing Commission provides necessary oversight for the racing and betting industry in Kentucky. Kentucky's unique position in the racing industry provides for an immersive experience and exposure to thoroughbred, standardbred and quarter horse racing as well as international events such as the Kentucky Oaks and Derby, the Breeders' Cup World Championships and the Kentucky Sire Stakes. Not only does this posting provide for great networking, but it is also the perfect opportunity for newcomers or recent graduates to get experience.

Interested candidates: please send resume directly to Jamie.Eads@ky.gov