

Central Kentucky Interpreter Referral Inc.
Position Announcement - Administrative Assistant

Position available to begin July 1st, 2018

Position Description:

This position requires a high-level administrative support with a variety of clerical activities and related tasks. The Administrative Assistant will handle information requests and the logistics of customer/client needs. Duties will include,

1. Receive, direct, and handle all incoming calls on a multi extension telephone as well as all incoming reservation faxes and emails.
2. Manage customer collections and generate reports highlighting discrepancies for administration.
3. Manage billing agreements to our new and existing customers.
4. Assist administration with interpreter scheduling, cancellation, and confirmation.
5. Proof and screen all interpreters' tickets and assignments for administration.
6. Assist by working with administration to keep our office tidy.
 - The above responsibilities are a highlight of duties and not a full list. Other responsibilities may be performed as assigned.

Qualifications:

High School Diploma required, Some college preferred. (SACS)

Ability to multitask with ease.

Type a minimum of 35wpm.

At least 2 years of previous experience in office management, executive support or related area is preferred.

Knowledge of common office technology. (i.e. printers, fax machine, scanners, telephones, computers)

Proficient in Microsoft Office software. (emphasis on Word, with exceptional grammar)

Excellent English written and verbal communication skills

Ability to follow detailed instructions.

Hours:

Monday through Friday 7:30am-3:30pm

10-month employee August 1st to June 1st annually. (paychecks can span over 12 months)

Compensation:

Monthly Range - \$1,500-2,077 /Benefit package includes paid sick and vacation days. Health insurance available

To Apply for this position, stop by our physical office to pick up an application or email us at jennifer@ckira.org to request an application send to you via email*

Physical Address- C.K.I.R. 201 W. Broadway Danville, KY 40422

Equal Opportunity Employer an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

*Our application process includes a short grammar screening 10-15 minutes, must be completed at our office without technology.