

## **Office Administrator/Executive Assistant**

**Location:** Phoenix/Chandler, Arizona | In Office Flexible (~80% in-office/on-site)

**Pay:** Hourly; ~30-35 hours per week estimated

### ***About the Position***

KCA is an association management and event planning firm headquartered in Chandler, Arizona, with a second office in midtown Phoenix, Arizona. We manage more than 20 clients throughout the United States, supporting industries including (but not limited to): healthcare, aviation, engineering and manufacturing, career services, transportation, education and government. As we continue to grow and evolve, we are searching for an **Office Administrator/Executive Assistant** whose talents go beyond task management – someone who sees every assignment as an opportunity to advance excellence.

**This role offers a rare opportunity** | You will work from an executive-level environment that blends the professionalism of a traditional office with the attentiveness and discretion that come from supporting the President and Owner directly at their business setting. It's a seat at the core of KCA's daily rhythm – where leadership decisions are made, and futures are shaped.

### ***Duties\****

***\*Please note that this is not an event planning position***

#### *Office Administration (70%)*

- Serve as the first and lasting impression, answering and managing a multi-line VoIP phone system
- Steward the day-to-day operations of a vibrant office environment (two office locations), including supply management, technology/equipment, mail operations, and offsite storage facility oversight
- Execute accurate and timely data entry
- Manage event registration and payment processing
- Bookkeeping support
- Support provided to the entire KCA team to run work-related errands such as:
  - Picking up/dropping off documents or packages
  - Coordinating deliveries and supplies
  - Making purchases or returns as needed
  - Visiting vendors or partner locations for business-related tasks

### *Executive Assistant | Client Event Support (20%)*

- Compose and edit professional correspondence, memos, and emails on behalf of leadership
- Organize travel arrangements and itineraries
- Organize meetings and maintain leadership calendars with a keen eye towards prioritization
- Handle confidential information with a high level of professionalism
- Support day-to-day administrative needs of the KCA President, Accountant, and wider staff

### *Onsite Client Event Support (10%)*

- Attend and support client events by assisting with event setup, registration, logistics and guest relations (Please note: this is not an event planning position)

### **Qualifications**

- **Minimum of two years' experience** in Business Administration, Administrative Assistance, Office Management, or Receptionist roles
- Associate's degree in business administration or related field preferred (but not required)
- Proficiency/Expertise in Microsoft 365 suite
- Excellent verbal and written communication
- Flexibility in schedule to handle urgent or time-sensitive errands as needed
- Experience navigating fast-paced, multi-faceted work environments
- Executive Assistant experience is a plus
- Event support is a plus
- Data entry and QuickBooks experience is a plus

At KCA our culture is rooted in the following:

- **Ambition:** Every day is an opportunity to strive for excellence
- **Solidarity:** No matter what, we're always at our best when we're in it together
- **Commitment:** We go the extra mile every time

The world of association and event management is fast-paced, everchanging, exciting and rewarding; each day will be a little different. Our ideal candidate brings:

- Enthusiasm for their work
- A willingness to learn
- Positive and fun energy to our already dynamic office
- A can-do spirit that works hard and reaps the rewards
- New and fresh perspectives and ideas
- An innate ability to hit the ground running
- Interest in business and/or event management

Are you the unicorn we're looking for? Submit your cover letter and resume today!