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FLSA Status: Non-Exempt

## **Administrative Assistant**

### **Grand Park Sports Campus**

Grand Park in Westfield, Indiana, is a planned youth sports Campus designed to become a family sports destination like no other. This thoughtfully-designed 400-acre sports campus features a full-range of championship-level outdoor facilities for baseball, softball and field sports including soccer, football, field hockey, lacrosse and two indoor sports facilities designed for year round play. The entire Sports Campus will soon be surrounded by dining, retail and entertainment venues, all geared toward supporting and enhancing the family sports atmosphere and experience.

### **General Definition of Work**

The Grand Park Front Desk Administrator is a full-time, Non-Exempt position with the City of Westfield that serves as the Administrative Assistant to the Director of Grand Park. His/her duties will include, but not be limited to basic administrative tasks, staffing the information desk window inside the Grand Park Events Center, and assisting management as needed. Work hours for this position are 8:00 AM to 5:00 PM Monday through Friday with 1 hour for lunch. Weekend hours will be required during peak event weekends.

### **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### **Administrative Duties**

- Receives and distributes incoming communications
- Greets, directs and answers questions of customers/clients/guests as well as announce their arrival
- Ensures accurate and effective communication is relayed for current and ongoing promotional programs and services to visitors
- Monitors meeting space to ensure that the space is properly set up and well stocked
- Oversees lost and found
- Oversees and maintains documents
- Maintains and orders office supplies and equipment
- Schedules city-operated meeting space
- Receives and responds to inquiries including determining course of action
- Coordinates and assists with events (internal and community)
- Conducts research, analyzes and implements special projects



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- Supports management in planning, development and implementation of new visitor-related initiatives
- Ensures promotional materials are stocked and well displayed
- Assists in the development of strategies for volunteers to create a positive experience for all guests
- Maintains and distributes campus calendar
- All other duties as assigned.

### **Education and Experience**

A Bachelor's degree in Sport Management, Business Management, or other related field is preferred. An equivalent combination of education and work experience may be accepted.

### **Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, repetitive motions and occasionally requires walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and operating motor vehicles or equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license in the State of Indiana.

**Please send all cover letters, resumes and writing samples to [wknox@westfield.in.gov](mailto:wknox@westfield.in.gov) by  
May 2, 2018.**

**Phone calls or drop off resumes will not be accepted.**