



KENTUCKY DISTILLERS' ASSOCIATION EXECUTIVE ASSISTANT - JOB DESCRIPTION

SUMMARY

The Kentucky Distillers' Association, a 138-year-old organization that promotes, protects and elevates the Commonwealth's signature Bourbon and distilled spirits industry, is seeking an Executive Assistant to the President. This position will support the President and the KDA staff by overseeing the day-to-day operations of the Association.

The ideal candidate will be experienced in handling a wide range of administrative and executive support duties with little or no supervision. This person must be exceedingly well-organized, be able to manage multiple priorities simultaneously, follow through on issues in a timely manner and work effectively under tight deadlines. The position requires excellent judgment and discretion with confidential and sensitive information and a high level of professionalism.

MUST HAVE:

- A four-year college degree
- Excellent communications skills
- Strong organizational skills
- Strong computer skills, including experience in QuickBooks, Google Drive and Microsoft Office (Outlook, Word, PowerPoint, Excel and Publisher)
- Positive attitude and attention to detail

STRONGLY PREFER:

- Knowledge of QuickBooks, budget, planning and financial and accounting tasks
- Experience in office management, organization and customer service
- Experience in marketing, tourism, public relations and research
- Experience in the distilled spirits industry

ESSENTIAL DUTIES AND RESPONSIBILITIES

Tasks will vary and will include:

- Oversee financial and accounting tasks, including bills, invoices, receipts, reimbursable expenses and other related paperwork. Work directly with CPA to create quarterly and annual financial reports and tax statements.



- Prepare budgets, year-to-date reports and accounts receivable reports for the KDA President, Secretary/Treasurer and Board of Directors.
- Work with KDA vendors to oversee payroll and retirement accounts.
- Manage staff Resource Allocation Plans and prepare regular reports.
- Answer telephone, e-mail and other correspondence and respond as needed.
- Manage all office systems, including computer and telephone network, electronic backup, filing and archiving of KDA documents and materials.
- Manage calendar and travel for KDA President and staff.
- Maintain KDA general and informational e-mail accounts.
- Assist with preparing for KDA Board and other advisory group meetings, including attending meetings, taking notes and preparing minutes and ensuring appropriate follow-up.
- Develop and maintain databases of elected officials, press, opinion leaders and others.
- Prepare itineraries for journalists, VIP and industry guests.
- Coordinate, manage and assist in the execution a variety of tastings and other events.
- Assist in management of the Kentucky Bourbon Trail® Passport program, including emails, inquires, brochure distribution, quarterly visitor survey reports and marketing initiatives.
- Assist in updating, coordinating and maintaining websites for KDA and the Kentucky Bourbon Trail® tours.
- Supervise the KDA internship program.
- Other duties as assigned

Some evening and weekend responsibilities required, including some travel.

SALARY AND BENEFITS

- Salary commensurate with experience
- Benefits include medical, dental, vision and life insurance
- 401(k) retirement plan, including employer match up to 4%
- Holiday and vacation pay, commensurate with experience
- Headquarters in Frankfort

HOW TO APPLY

Qualified candidates should send a cover letter, resume, references and reasonable salary expectations to Eric@kybourbon.com, with “KDA Executive Assistant Search” in the subject line. Applications that are submitted to other e-mail addresses, or that do not contain “KDA Executive Assistant Search” in the subject line, will not be accepted. Hard copies may be submitted to KDA Executive Assistant Search, 614 Shelby Street, Frankfort, Ky. 40601. Deadline to apply is close of business Friday, Dec. 21. Interviews will take place after the holiday season, with a starting date in January 2019.

The Kentucky Distillers’ Association is an Equal Opportunity Employer. Nothing in this posting or description should be construed as an offer or guarantee of employment.