



Since 1894

POSITION DESCRIPTION

TITLE:

Administrative Coordinator, Kansas Livestock Association (KLA)

JOB SUMMARY:

The administrative coordinator answers calls, greets visitors, and provides administrative support to the staff members of the Kansas Livestock Association, Kansas Beef Council, KLA Risk Management Services, KLA Environmental Services, and Ranchland Trust of Kansas.

QUALIFICATIONS:

1. Positive attitude and friendly demeanor.
2. Ability to manage multiple projects.
3. Experience with Microsoft Office applications.

RESPONSIBILITIES:

1. Serve as the office receptionist, receiving incoming phone calls and greeting visitors.
2. Provide on-site support for events and meetings.
3. Provide administrative support to staff.
4. Assist in maintaining documents and files of the KLA legal team.
5. Provide assistance in all mailings and ordering of office supplies.
6. Perform other duties as assigned by the Administrative Director or Chief Executive Officer.

The Kansas Livestock Association provides a competitive compensation and benefits package including health and dental insurance, 401K and Profit Sharing programs. The position is full-time, requires working from the KLA office, and requires occasional travel.

To be considered for the position, please submit a cover letter and resume to:

Matt Teagarden
Chief Executive Officer
Kansas Livestock Association
785-273-5115
matt@kla.org