



# KANSAS BANKERS ASSOCIATION

**The Kansas Bankers Association is seeking a Receptionist/Special Projects Coordinator to join our team! We are seeking an individual who has prior receptionist and/or association experience, is eager to work with our bank members and is ready to make a positive contribution to the entire Kansas Bankers Association and the community we serve!**

## **Who we are:**

Kansas Bankers Association is a private, non-profit 501 (c) 6 founded by Kansas bankers in 1887. One of the first five state bankers associations in the country, we have a proud history of assisting Kansas banks. The KBA mission is, 'Together we support our member banks and bankers with leadership, advocacy and education to benefit the communities and customers they serve.' Throughout its history, KBA has worked with Kansas banks to fulfill part of that mission by assisting with a variety of educational, legal, and insurance needs.

## **A day in the life of a Receptionist/Special Projects Coordinator:**

This position will represent KBA as both the office/reception area face and the voice of our Association as they manage our incoming calls to the office. The successful candidate will assist in achieving KBA goals and objectives, including answering and routing incoming calls and emails, greeting visitors to the office, opening and distributing mail throughout the office, accepting and delivering packages within the office for staff, keeping a master calendar of meetings/events, preparation for and assisting with executing KBA events, registration processing, surveys, marketing efforts through various channels, proofreading, assisting the CFO with bookkeeping duties, scheduling office meetings and events including catering, ordering office supplies, breakroom supplies, janitorial supplies, and helping coordinate both maintenance and janitorial staff services. The successful candidate will be a self-starter with excellent communication skills, both oral and written, and be able to communicate effectively with individuals from diverse backgrounds and speak professionally to bankers and other industry partners. The successful candidate is expected to work collaboratively with all KBA departments and team members.

## **Work environment:**

The Kansas Bankers Association (KBA) is a true team environment that genuinely serves our bankers to meet their unique needs. This position will work out of the KBA's headquarters located at 610 SW Corporate View in Topeka, KS. Typical schedule is Monday - Friday with a regular 37.5 hour work week (7.5 hours per day), however hours may vary with specific event needs. The KBA has a business casual dress code, although there will be occasional exceptions where business attire is required. KBA is an equal opportunity employer.

Salary range for this position is \$35,000 to \$40,000, or commensurate with experience. Should you wish to apply, please send a resume and cover letter to Brenda L. Unruh, SVP – Director of Education & Conferences at [bunruh@ksbankers.com](mailto:bunruh@ksbankers.com). This position will remain open until filled.