



## **On-Call Site Administrator: STLVentureWorks**

### ***THE ORGANIZATION***

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Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

The St. Louis Economic Development Partnership (formerly St. Louis County Economic Council) marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

### **Accredited Economic Development Organization**



St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

### ***THE POSITION***

Provide on-call Site Administrator coverage at any of the five STLVentureWorks business incubators. Administrative/customer service duties.

### **Essential Job Duties and Responsibilities:**

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- Answering phones, assisting clients, greeting and direct guests, accepting packages, conducting building walk throughs to determine status of building/clients, manage any emergency property maintenance issues, coordinate necessary vendors, communicate with center clients, assist with event or meeting setup/coordination/take down.
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## ***THE NEED***

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### **Professional qualifications for this position include:**

#### **EDUCATION:**

- High School Diploma/GED **and**
- Minimum of 2 years administrative/clerical and customer service experience.
- Flexible and available short notice schedule Monday – Friday 8:00am to 5:00pm

**EXPERIENCE:** Business knowledge and background dealing with businesses and the public; community contact requires the ability to make timely and appropriate resource reference decisions. Small business' experience a plus. Candidates' skills and experience should encompass the following:

- Manages all aspects of the Center's front office and conference/meeting and other facilities. Provides reception services to client companies. Provides client support and service or channels to the appropriate resources. Assists client companies with questions, concerns and issues. Interprets policies, follows procedures and handles complaints. Trouble-shoots and resolves disputes.
- Conducts tours of the facility, answers questions regarding programming, rent rates and availability.
- Processes invoices, maintains accounting records and follows SLEDP procurement guidelines and requirements as needed.
- Schedules maintenance/ emergency repair if necessary. Responsible for the security of the facility and for the proper recording and reporting of incidents within the facility and on the building grounds that might require contact with insurance, police, fire, medical, and other assisting agencies.

#### **Marginal Job Duties and Responsibilities:**

- Attends relevant on call trainings, performs various other duties and functions as required or assigned within area of expertise or scope of the position.

#### **Supervision Received:**

This position reports to the Assistant Vice President, Innovation & Entrepreneurship or other management personnel as designated by the SLEDP.

**INTERPERSONAL CHARACTERISTICS:** Ability to communicate effectively with managers, co-workers, business persons and the public, both orally and in writing, and maintain effective working relationships is required. Candidates must present a professional manner and appearance presence appropriate to serving as an ambassador for the SLEDP, with divisional and organizational boards and in the community. It is expected that the candidate will recognize and respect diversity and work effectively with peoples of other cultures, religions and ethnic backgrounds.

## ***THE REWARD***

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Commensurate with experience, we offer a competitive hourly wage and a culture which fosters and supports creativity and innovation.

Interested and qualified applicants should submit their resume for consideration to:  
[careers@stlpartnership.com](mailto:careers@stlpartnership.com).

Also, applicants are encouraged to visit our website to learn more about the organization:  
<https://main.stlpartnership.com/about-slcec.html>

*The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*