



Job Title: Utility Services Administrative Support (PART-TIME)
Company: Capital Improvement Board of Managers
Location: Indiana Convention Center & Lucas Oil Stadium
Reports To: Utility Coordinator

POSITION SUMMARY: This position is a **PART-TIME ADMINISTRATIVE POSITION** with responsibility in completing paperwork for Event Exhibitors' utility charges. This position also provides administrative support for other Indiana Convention Center & Lucas Oil Stadium departments. Accountability is to the Utility Coordinator and Facility Manager.

DUTIES:

- Processing Event Exhibitor's orders for utilities and service during their scheduled event.
- Answer exhibitors' inquiries, concerns and complaints regarding contracted labor and utilities.
- Assist departments with data entry, billing, filing and word processing as needed.
- Other duties as assigned by Utility Coordinator and Facility Manager.

QUALIFICATIONS:

MUST BE ABLE TO WORK FLUCTUATING HOURS INCLUDING EVENINGS AND WEEKENDS.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to work with efficiency and composure under stressful conditions and have the ability to interact positively with the public, clients and co-workers.

EDUCATION/EXPERIENCE:

One year certificate from college or technical school; or three to six months related experience and/or training or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Knowledge of basic computer skills.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position requires constant sitting and repetitive finger movement. Frequent walking and occasional climbing stairs, stooping, kneeling and repeated bending.

Individuals interested in applying for this position should submit a resume and/or application to the Human Resources office.

Address:
Human Resources
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Avenue
Indianapolis, IN 46225