

ADMINISTRATIVE ASSISTANT (FACILITIES)

EXPLORE ST. LOUIS

AMERICA'S CENTER COMPLEX (St. Louis, MO)

Explore St. Louis is the sales and marketing organization responsible for selling and promoting St. Louis as a convention, meeting site, and leisure travel destination. Explore St. Louis manages and operates the America's Center Complex which includes the Cervantes Convention Center, the Dome at America's Center, the Ferrara Theatre, and the St. Louis Executive Conference Center.

Explore St. Louis is seeking an experienced and motivated administrative assistant to provide operational support and coordinate daily activities for department staff in our convention center / Dome facility. This position will also support the Sr. VP/General Manager-Facilities and perform special projects as assigned. Some essential duties and responsibilities of this position include: typing correspondence, scheduling meetings, researching information and preparing bid specifications, working with various databases, printing ID badges, upholding confidential information, and interfacing with building contractors, vendors and clients. The Administrative Assistant-Facilities will also serve as the point of contact for various contracts.

Our ideal candidate will possess a high level of administrative skills and attention to detail, plus a working knowledge of MS Office software (Outlook, Word & Excel). Associates degree or 5 to 7 years of related experience/training is required. Knowledge of the St. Louis hospitality and convention industry is preferred. Strong multi-tasking, analytical and organizational skills plus the ability to establish active communication and engage with team members/clients is critical. Effective problem-solving and customer service skills with a commitment to excellence are essential.

Apply on our URL at <https://explorestlouis.com/job-opportunities-internships/> or email a resume and cover letter to jobs@explorestlouis.com . Please include your cover letter and resume when applying online. NO PHONE CALLS! EOE.

Explore St. Louis has a mandated COVID-19 vaccination policy for all employees. Pre-employment testing includes drug screening and a criminal background check. Applicants must be United States citizens or legal residents of the United States.

Diversity, Equity & Inclusion Statement: Explore St. Louis values diversity and we are committed to creating an inclusive environment for all employees. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, pregnancy, age, national origin, physical or mental disability, past or present military service, marital status, gender identification or expression, medical condition or any other protected characteristic as established by law.