



## Administrative Assistant

### Overview:

Join the dynamic team at Ridge Events as an Administrative Assistant, where you will play a pivotal role in expanding our footprint in the national K-12 education market with K12TechPro, MidwestTechTalk, the K12 Tech Talk podcast, as well as our other services in the surrounding area of Park Hills, MO. This position is based in Park Hills, MO and offers a consistent schedule from Monday through Friday.

### Key Responsibilities:

- **Membership and Vetting:** When a person signs up to join K12TechPro, they have to prove they are actively employed in a K-12 school district tech dept. You will do this using our vetting system. If the person is approved, you'll onboard them to K12TechPro.
- **Billing:** K12TechPro has members across the nation and beyond. You will use our invoicing and billing system and communicate with members. You'll also do billing for other Ridge Events services.
- **Marketing:** Contribute to Ridge Events' goal of growing with calls, and emails.
- **Conference and Event Planning:** We host the MidwestTechTalk Security Symposium in March, the MidwestTechTalk Technical Conference in July, events related to the K12 Tech Talk podcast, and other events. You'll help us stay organized, improve our processes, and execute events successfully.

### Ideal Candidate:

- **Proven Experience:** Demonstrated success with organizational and multi-tasking skills.
- **Goal-oriented:** Strong motivation to achieve and surpass set objectives.
- **Strategic Mindset:** Ability to contribute to long-term growth.
- **Effective Communication:** Excellent communication skills via face to face, phone calls, emails, and social media.

### Compensation:

- **Base Pay:** \$18.70/hour

### Work Schedule:

- **Hours:** Monday through Friday, daytime hours, 6.5 hours a day (32.5 hours a week), 12 sick/personal days (1 day earned per month), 1 week vacation after 1 year, up to 10 paid holidays

### Location:

- **Workplace:** Ridge Events, downtown Park Hills, MO

### Join Us:

If you are driven, enthusiastic, and ready to help Ridge Events grow, we encourage you to apply. People often ask "What is Ridge Events?" Join us and find out.

**APPLY NOW by sending your resume to [info@ridgeevents.com](mailto:info@ridgeevents.com)!**