



## **Operations and Administrative Coordinator**

### **JOB OVERVIEW**

The Operations and Administrative Coordinator (OAC) plays a crucial role in ensuring the successful execution of projects at the Louisville-Jefferson County Riverport Authority (LRA) and is responsible for performing and coordinating a variety of administrative tasks. Further, the OAC may assist the LRA in optimizing the tools and software used to communicate with its stakeholders and organize its work.

### **REPORTS TO**

The Operations and Administrative Coordinator will report to LRA's Executive Vice President (EVP), an executive with more than 20 years' experience in planning and managing international supply chains and a nationally recognized leader within the Kentucky and U.S. Foreign-Trade Zone (FTZ) community. The successful candidate will receive extensive On the Job Training (OJT) as necessary.

### **RESPONSIBILITIES AND DUTIES**

#### **Foreign-Trade Zone 29 Administration**

- Assist the Executive VP with FTZ applications.
- Conduct regular communications with FTZ 29 operators and report issues and suggestions to the EVP.
- Maintain and monitor FTZ 29 Site & Operator Database and the Online FTZ Information System (OFIS) portal to ensure:
  - ✧ Operator agreements are renewed on time.
  - ✧ Accurate information is provided to the OFIS website.
  - ✧ Accurate site and operator information is on file.
- Coordinate FTZ 29's National Association of Foreign Trade Zones (NAFTZ) membership benefits with operators and the NAFTZ.
- Assist the EVP with outreach and events

#### **Operations and Projects**

- Assist the EVP with railroad, port operations, and real estate development matters.
- Assist the EVP with requests from Jefferson Riverport International businesses and owners.
  - ✧ Work with the Riverport Business Association (RBA) to support RBA programming and events.
- Monitor, maintain, and update the LRA website, as directed.
- Monitor and maintain LRA's social media accounts on LinkedIn, X, and Facebook.
  - ✧ Post weekly or more often @LinkedIn, as directed by the EVP

- ✧ Interact with the LRA's partners and stakeholders posts on all three platforms.
- Assist with other assigned projects, as directed:
  - ✧ Coordinate projects from start to finish.
  - ✧ Ensure the schedule, budget, and details of a project are well organized.
  - ✧ Coordinate and schedule meetings, workshops, and other project-related events.
  - ✧ Act as a liaison between project stakeholders and communicate to ensure project progress.
  - ✧ Track project milestones and deadlines.
  - ✧ Identify and resolve project issues and risks.

### **General Administration**

- Execute administrative tasks for the organization.
  - ✧ Perform routine LRA's administrative and communications tasks.
  - ✧ Coordinate administrative tasks and projects with staff, Board of Directors, and external stakeholders.
  - ✧ Prepare and deliver reports, presentations, and other communications.
  - ✧ Organize and manage events and projects.
  - ✧ Ensure that schedule deadlines are proactively communicated and met.
- Serve as the initial point of contact for LRA's Management Information System, Voice Over Internet Protocol, and other service providers.
- Perform any other duties or tasks as assigned.

### **QUALIFICATIONS**

- Desire to learn about:
  - ✧ U.S. Foreign-Trade Zones and international supply chain operations.
  - ✧ Inland port and railroad services.
  - ✧ Economic development related to commercial real estate development.
  - ✧ Advocacy and government affairs.
- Preferred education, experience, and skills.
  - ✧ Degree in Logistic /Supply Chain Management, Marketing, Communications, Business, or a related field.
  - ✧ 1-3 years of logistics, supply chain, administrative and/or marketing experience.
  - ✧ Strong organizational, presentation, and project management skills.
  - ✧ Excellent written and verbal communication skills.
  - ✧ Considerable knowledge and experience using computer software programs

including Word, Excel, PowerPoint, Outlook, Publisher, Adobe, Adobe Photoshop, Word Press, and Adobe Graphics.

- ✧ Considerable knowledge and experience using social media platforms including LinkedIn, "X" (Twitter), and Facebook.
- ✧ Knowledge and experience using a Customer Relationship Management database.
- ✧ Ability to perform the physical and cognitive tasks outlined in the job description.
- Beneficial additional education, experience, and skills.
  - ✧ Knowledge and understanding of supply chain and logistics operations.
  - ✧ Knowledge and understanding of warehousing operations and equipment.
  - ✧ Knowledge and understanding of U.S. Customs and Border Protection regulations.
  - ✧ Knowledge of CBP ACE software, import documents, and inventory control.

#### **REQUIRED LICENSES AND CERTIFICATIONS**

- Valid driver's license and a safe driving record.
- Ability to pass Department of Homeland Security, Transportation Security Administration, Federal Aviation Administration, Customs and Border Protection, and Immigration and Customs Enforcement security checks.
- Ability to perform all the essential functions of the job outlined without creating a direct threat to the safety of oneself or others.