



## Notice of Available Full-Time Position Job Requirement Profile

<b>Posting Date</b>	Friday, July 9, 2010
<b>Closing Date</b>	Open Until Filled
<b>Job Title</b>	<b>Executive Administrative Assistant</b>
<b>Division</b>	Administration

**General Scope of Position** This position performs a range of routine to complex administrative and secretarial duties to assist the Vice President/General Manager and the Director of Finance. Reports to the Vice President/General Manager.

### Job Responsibilities

- Provides administrative support for the Vice President/General Manager and the Director of Finance.
- Attends Park management meetings, records and distributes minutes.
- Schedules appointments and coordinates travel arrangements for all Park travel.
- Answers and handles incoming telephone calls directed to General Manager and Director of Finance to include customer complaints and general park information requests.
- Interacts and communicates with corporate personnel, community leaders, elected officials and various VIP park guests.
- Coordinates all aspects of and attends VIP functions held at the Park as assigned by the General Manager.
- Reviews and audits all Park travel and business expense reports, to include recording and reconciliation to the general ledger.
- Oversees the issuance of company's credit cards and credit application policy.
- Performs general finance duties, to include new vendor input and miscellaneous cash receipts bank deposit.
- Produces and distributes miscellaneous financial and Time & Attendance reports for General Manager and direct reports.
- Performs other duties as assigned.

### Minimum Requirements

- High school diploma supplemented by three to five years of experience in administrative/secretarial work, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.
- Excellent computer skills, proficient in Microsoft Office.
- Strong communication and analytical skills.
- Excellent organizational and interpersonal skills.
- Available to work weekends, evenings and holidays.

Interested applicants should email resume along with salary history to [jobs@kingsdominion.com](mailto:jobs@kingsdominion.com) or fax to 804-876-5579. Resumes may also be mailed to the Kings Dominion Human Resources Office, PO Box 2000, Doswell, VA 23047.

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