

**Job Title:** Front Desk Coordinator

**Location:** Gainesway Farm, Lexington KY

**Job Type:** Full-time

We are seeking a reliable, proactive, organized, team player to join our Team as our Front Desk Coordinator. You will manage daily front office operations, support our executive team, manage travel logistics, and assist with event planning and philanthropic efforts, ensuring a welcoming environment and smooth operations.

### **Key Responsibilities**

- **Front Desk & Office Management:** Greet clients/guests, manage mail and packages, and handle opening/closing procedures.
- **Administrative Support:** Provide support to the General Manager, Farm Manager, Controller, and HR Director. This position is responsible for logistics & office travel, general office maintenance, and planning/coordinating staff and client events & philanthropic efforts as needed. Other duties/projects as assigned.

### **Qualifications**

- Proven experience as a receptionist, administrative assistant, or similar role.
- Excellent organizational and multitasking abilities.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to act as a proactive team player.

### **How to Apply**

Please submit your application and/or resume to [gainesway.com/employment](https://gainesway.com/employment) opportunities with the subject "Front Desk Application."

Salary range: \$32k-\$38k, benefits eligible, 401k plan and employer match available.