



Part-Time Administrative Assistant

Company: Big Echo Creative | Location: Lexington, Kentucky | Position Type: Part-time

ABOUT BIG ECHO CREATIVE

Big Echo Creative is a Lexington-based branding and creative agency helping businesses and organizations make a lasting impression through thoughtful strategy, design, marketing, and print production. We're a small, fast-moving company that values creativity, strong relationships, clear communication, and getting the details right.

We're looking for a dependable, highly organized Administrative Assistant who can help manage the day-to-day communication and coordination that keeps our projects—and our clients—moving forward.

POSITION OVERVIEW

The Administrative Assistant will work closely with the owner of Big Echo Creative, providing administrative, client communication, billing, scheduling, and print-production support.

This is more than a traditional office-support position. You'll often communicate directly with clients, vendors, printers, installers, and community partners on behalf of Big Echo Creative. The ideal person is proactive, professional, comfortable juggling multiple priorities, and confident following up to make sure nothing falls through the cracks.

RESPONSIBILITIES

Administrative and Communication Support

- Monitor, organize, and respond to emails as directed
- Answer and return phone calls
- Communicate with clients, vendors, printers, and project partners
- Schedule and confirm meetings and appointments
- Manage calendar details, reminders, and follow-ups
- Track outstanding questions, approvals, materials, and next steps
- Draft and send routine client and vendor communications
- Keep project details, contact information, and administrative records organized

Billing & Quotes

- Prepare and send client invoices
- Follow up on outstanding invoices and payments
- Request pricing and production quotes from printers and other vendors
- Compare print specifications, pricing, and turnaround times
- Prepare client quotes and estimates
- Maintain accurate records of vendor quotes and project expenses
- Follow up with clients regarding quotes, approvals, deposits, and payments

Installation & Project Coordination

- Coordinate schedules among clients, vendors, and installers
- Confirm installation dates, locations, access instructions, and project requirements
- Follow up before and after installations
- Ensure clients and vendors have the information and materials they need
- Track projects through completion and confirm that final details have been handled



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THE IDEAL CANDIDATE

- Is highly organized and detail-oriented
- Communicates clearly, professionally, and warmly
- Is proactive and comfortable following up with people
- Can manage multiple projects, deadlines, and conversations at once
- Takes ownership of tasks and follows them through to completion
- Uses good judgment when communicating on behalf of the company
- Is comfortable working independently in a small-business environment
- Can shift priorities when an urgent client or production need arises
- Is comfortable handling confidential business and client information
- Has reliable transportation for local pickups, deliveries, and occasional errands

PREFERRED QUALIFICATIONS

- Previous experience in administrative support, office coordination, client service, or project coordination
- Experience with invoicing, estimates, or accounts receivable
- Strong email, phone, calendar, and general computer skills
- Experience working with printers, sign companies, promotional-product vendors, or creative agencies is a plus
- Familiarity with project-management, accounting, or customer-relationship software is helpful but not required

SCHEDULE

This is a part-time position based in Lexington, Kentucky. The schedule may include a combination of regular administrative hours and flexibility for occasional pickups, deliveries, production deadlines, and installations.

WHAT SUCCESS LOOKS LIKE

The right person will help create more time and focus for Big Echo Creative's owner by confidently managing routine communication, scheduling, billing, quotes, vendor coordination, and follow-up. Clients and partners will feel well informed, projects will stay organized, and important details will be handled without requiring constant direction.

TO APPLY

Please submit your résumé and fill out our application at bigechocreative.com/careers.