

**THE STATE FAIR OF WEST VIRGINIA**  
Job Description  
**Office Manager**

**BASIC FUNCTIONS**

Serve as front-line receptionist and first point of contact for customers throughout the year. Maintaining office services by organizing office operations and procedures, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions. Aid CEO and other managers in administrative activities. Help to coordinate camping reservations for year-round events and state fair.

**QUALIFICATIONS**

- Experience and knowledge of general office practices;
- Ability to speak and interact with the public, with strong customer service skills;
- Knowledge of basic retail activities;
- Ability to use the following computer software: Microsoft-based programs. Must be proficient typist.
- Strong organizational skills;
- Ability to solve problems and work in a fast-paced environment.

**RESPONSIBILITIES**

- Receptionist: First point of contact for customers via phone & office.
- Support the processing of incoming and outgoing mail during nonfair time
- Coordinate and maintain mailing lists for bulk mailings;
- Assist in training summer office staff and delegating routine duties;
- Maintaining office order including reordering supplies
- Coordinates record keeping and reservations for the State Fair Campground
- Assist in working other non-fair events when needed

**Term of Employment:** 12 months

**Work Week:** 7 days with payroll running Wednesday through the next Tuesday night.

Must be available to work flexible hours including, but not limited to, early mornings, late evenings, weekends, and holidays. **MUST BE AVAILABLE ALL 10 DAYS of annual State Fair – NO exceptions.**

**Classification:** Hourly, Non-Exempt

**Pay Range:** Consideration will be given to both education and/or work experience. Benefit Package: includes health insurance, dental/vision, 401(K) after one year (year will start with first day of seasonal employment) (5%)

**Email Applications to [kellyt@statefairfww.com](mailto:kellyt@statefairfww.com)**