

THE STATE FAIR OF WEST VIRGINIA

Office Assistant Job Description – 9/24

SUMMARY

Reporting to the CEO, the Office Assistant is the first point of contact and receptionist for the State Fair of West Virginia (SFWV) and provides a variety of complex secretarial and administrative duties in support of the CEO and other Managers. Secretarial duties involve working with public by following established policies, procedures, and methods to ensure efficient operation of the office and plays a crucial part in the organization of office operations and procedures, designing filing systems, reviewing and approving supply requisitions, assigning and monitoring clerical functions to seasonal workers, and coordinating camping reservations for year-round events and state fair.

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
- Aid special events manager with contracts for non-fair events
- Assist in working other non-fair events when needed

QUALIFICATIONS

- Experience and knowledge of general office practices.
- Excellent interpersonal and customer service and the ability to work effectively with a wide range of individuals.
- Must have the ability to communicate clearly and in a professional manner in any capacity.
- Strong organizational skills with the ability to coordinate and prioritize tasks, set deadlines and complete projects in a timely manner.
- Organizational and time management skills required to manage office and work load.
- Demonstrated proficiency in Microsoft Office applications including Word, Power Point, and Excel. Must be proficient typist.
- Knowledge of basic retail activities.
- Ability to solve problems and work in a fast-paced environment.

Position: This is a full-time position, non-exempt from FLSA provisions regarding overtime. The standard work week is from Monday to Friday, with bi-weekly pay. Employees are expected to work 40 hours per week, typically 8:00 AM - 4:30 PM with a 1/2-hour lunch break. Overtime may be required during peak periods and will be compensated according to company policy. 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.** Final candidates are subject to employment and credential verification, reference and background check.

Pay Range: Consideration will be given to both education and/or work experience. Benefit Package: includes paid time off, health, dental and vision insurance starting immediately, and 401(K) after one year of service with a 5% SFWV match

Email Cover Letter, Resume, and References to Kelly Collins, at kellyt@statefairfowv.com
Applications are confidential and the position is open until filled.