

Shiawassee County Fair is seeking a highly motivated and customer focused Office Assistant to join our team! This role is essential to ensure smooth daily operations and delivery of exceptional service to our diverse community of exhibitors, vendors, visitors, volunteers and staff. This position is 30-40 hours per week year-round (paid bi-weekly) with additional hours including nights and weekends in preparation for Fair. Candidates should be aware there are no insurance or retirement benefits attached to this position. **Interested candidates should submit a resume to shiacofair@gmail.com or drop off at the office located at 2900 East Hibbard Road, Corunna by September 26 by 12 Noon.**

Required Qualifications:

- Exceptional customer service skills with ability to remain calm under pressure
- Advanced proficiency in Microsoft Office Suite
- Strong multitasking ability and excellent time management skills
- High attention to detail and accuracy
- Ability to work efficiently in a fast-paced, high-volume environment
- Outstanding written and verbal communication skills

Preferred Qualifications:

- Previous experience in customer service or administrative roles
- Familiarity with Shiawassee County Fair
- Experience with database management
- Experience with social media, not limited to Facebook, Instagram as well as website and app management.

Key Responsibilities (but not limited to):

- Provide outstanding customer service to fair visitors, exhibitors, vendors, board members, superintendents and community members.
- Handle inquiries, complaints and requests with professionalism and efficiency
- Answering multi-line phones
- Organizing and filing
- Ticket sales
- Scheduling and coordinating winter storage intakes and outtakes
- Work with volunteers to organize and publish Exhibitor Guidebook
- Ensure ShoWorks (fair entry software) is updated and correct for each year.
- Assist exhibitors with entries
- Process exhibitor premium checks at end of each Fair.
- Cash register, credit card processing and daily balancing of transactions
- Process account receivables and payables in coordination with treasurer
- Work with Fair Manager to identify and secure necessary vendors for fair.
- Work with Vice President/Partnership Chair to invoice and secure partners.
- Work with Livestock Auction Chairs to create sale books and all documents related to annual livestock sale.
- Work with Facility Director on Non-Fair Event contracts and invoicing.
- Work with seasonal office team in preparation for Fair each year.

