

Wyoming State Fair 2023 Seasonal Administrative Assistant Opportunities!

Job Title: Seasonal Administrative Assistant (Contractual) - Wyoming State Fair Office

Job Summary: The Wyoming State Fair Office is seeking highly organized and detail-oriented individuals for seasonal Administrative Assistant positions. As a seasonal contractual employee, you will provide vital support to the State Fair Office during the busy fair season. Your primary responsibility will be to assist with administrative tasks and ensure the smooth operation of various fair-related activities. This is a fantastic opportunity to contribute to the success of one of Wyoming's most significant annual events.

Responsibilities:

Administrative Support: Provide comprehensive administrative support to the State Fair Office, including but not limited to, answering phone calls, responding to emails, scheduling appointments, managing calendars, and handling correspondence.

Event Coordination: Assist in the planning, coordination, and execution of various events and activities associated with the Wyoming State Fair. This may include vendor coordination, facility reservations, participant registrations, and event logistics.

Data Entry and Documentation: Accurately enter and maintain data in electronic systems, spreadsheets, and databases. Prepare and organize documents, forms, reports, and presentations as required.

Customer Service: Serve as a point of contact for fair participants, vendors, exhibitors, and visitors, providing excellent customer service and addressing inquiries or issues promptly and professionally.

Financial Assistance: Assist with financial tasks, such as processing payments, tracking expenses, reconciling accounts, and maintaining financial records in compliance with established guidelines.

Recordkeeping and Filing: Maintain organized records and files, ensuring that documentation is properly archived and easily accessible when needed.

Office Management: Support general office management duties, including maintaining office supplies, coordinating mailings, and coordinating meetings or conferences as required.

Collaboration: Collaborate effectively with other team members to ensure seamless communication and efficient workflow within the State Fair Office.

Qualifications:

Experience: Prior experience in an administrative or office support role is preferred. Experience in event coordination or the fair industry is a plus.

Computer Skills: Proficiency in using office productivity software (e.g., Microsoft Office Suite) and the ability to quickly learn new software applications and databases.

Organizational Skills: Strong organizational skills with the ability to multitask, prioritize assignments, and meet deadlines in a fast-paced environment.

Attention to Detail: Exceptional attention to detail, ensuring accuracy in data entry, recordkeeping, and document preparation.

Communication: Excellent verbal and written communication skills, with a courteous and professional demeanor. Ability to interact with diverse individuals in a positive and effective manner.

Problem-Solving: Strong problem-solving skills with the ability to proactively identify issues and propose practical solutions.

Flexibility: Willingness to work flexible hours, including evenings and weekends, as required during the Wyoming State Fair.

Duration and Compensation: These are seasonal contractual positions that run through the commencement of the Wyoming State Fair in August. Compensation for these positions is \$13/Hr.

Note: The job description is subject to change and modification as necessary, based on the needs of the Wyoming State Fair Office.

To apply, please submit your resume and a cover letter highlighting your relevant experience to Courtney Conkle at courtney.conkle@wyo.gov

The first review of applications will be June 9th, 2023.