

## **SOUTH FLORIDA FAIR CREDENTIALS SPECIALIST**

The South Florida Fair is looking for an enthusiastic, energetic, diligent, dependable individual to join our amazing team. Do you enjoy making people smile? Watching families create lifetime memories? Working with a diverse group of people? If you answered yes to any of these questions, the South Florida Fair is just what you are looking for.

We provide an exciting, positive, fun, and challenging atmosphere while maintaining a professionalism that is supportive and motivating. We are a team at the South Florida Fair, we are a family, and WE CARE about our employees.

The main event on the Fairgrounds is the annual 17-day South Florida Fair, generally in the last two (2) weeks of January. The annual fair attracts over 500,000 people through its gates. However, some one million guests attend various events on the Fairgrounds on a year-round basis. Besides the 128,000 ft. Expo Center, there are 10 smaller exhibit buildings, along with the iTHINK Financial Amphitheatre, AgZone and Yesteryear Village.

Below is a brief job description intended to generally describe this position:

- Create and maintain licensing and credentials records
- Help carry out internal credentialing processes
- Monitor credential expiration and terminated dates (update photos if necessary)
- Ensure the facility and staff members are maintaining compliance with credentialing requirements
- Maintain databases of credentialed individuals during the South Florida Fair
- Verify credentials from each department at the South Florida Fair
- Complete initial and subsequent credentialing packages as required by South Florida Fair departments
- Process initial credentialing and re-credentialing applications, and supporting documentation to determine their validity
- Maintain communication with co-workers and manager to complete tasks
- Maintain cleanliness of Credentials office during operating hours and at office close
- Excellent organizational skills and attention to detail
- Must have the ability to meet strict deadlines
- Strong computer skills
- Other duties as assigned by the Credentials Manager

The Credentials Specialist is a temporary position from January 6, 2025 – February 2, 2025, before and during the annual South Florida Fair. Shift hours will vary each day from five (5) to eight (8) hours per shift. A schedule will be provided by the Credentials Manager prior to the first shift.

If you would like to apply for this position, please submit your resume to [stacy@southfloridafair.com](mailto:stacy@southfloridafair.com) and tell us why you would be a great fit for our organization.