



JOB DESCRIPTION

<u>Position Title:</u>	Office Manager
<u>Affected Department:</u>	Enumclaw Expo and Events Center Administrative Office
<u>Union/Non-Union:</u>	Non-Union
<u>Pay Scale:</u>	<i>\$19.00-\$21.00 DOE. Paid holidays, no benefits available for this position at this time. Retirement investment options available.</i>

Summary:

This is a permanent position that reports to the Enumclaw Expo General Manager. This is a full-time hourly position with typical office hours 8AM-4PM. The office manager is responsible for overseeing the daily operations of the office and supporting various departments. They perform an array of tasks that ensure the smooth and efficient running of the office.

Specific Responsibilities:

- Strong written and verbal communication skills
- Accepts instructions and handles multiple tasks at one time
- Flexible and adjusts to new tasks as events change office needs
- Strong interpersonal skills to interact positively with the public
- Attention to detail to ensure tasks are completed thoroughly and correct
- Answers, screens, directs/ redirects and responds to all incoming phone calls. Checks and responds to voicemails
- Maintains cleanliness of the lobby and front office area. Decorates as appropriate by seasons and events
- Supports all internal staff as needed for Expo events

ADMINISTRATIVE RESPONSIBILITIES

- Manages overall functions of the office
- Prepares financial statements as requested by General Manager
- Responds to the general Expo email address – info@enumclawexpo.com and handles all mail
- Performs basic bookkeeping with QuickBooks accounts payable and receivable
- Provides state and federal paperwork, renews licenses and ensures Expo is in good standing with required paperwork
- Prepares all payroll hours and submits to the appropriate accounting firm to finalize payroll and processes upon receipt
- Maintains filing system
- Communicates regularly with the Expo RV Campground Host
- Maintains website and updates as needed
- Assists hiring coordinator with on-board process of a new employee
- Main contact for office vendors (phones, copy machines. Etc.)
- Performs basic accounting functions including deposits and payment receipt

Qualifications

- Must have 2 years employment experience with equivalent position
- Must be at least 21 years of age with a valid driver's license
- Must have the ability and experience working with Excel, and Word
- Must have the ability and experience in accounts payable and receivable with QuickBooks knowledge
- Ability to organize and prioritize multiple tasks
- Ability to work without supervision
- Ability to communicate effectively both orally and in writing
- Ability to speak, read and write in English
- Ability to navigate intense clients and situations
- Must have flexibility with schedule during heavy event season

Required Physical Traits

- Ability to speak and hear to exchange information to provide work direction
- Ability to sit or stand for extended periods of time
- Ability to kneel, crouch and bend at the waist in order to file paperwork
- Ability to lift and carry weights of up to 25lbs as required
- This position is subject to drug testing

Schedule

- 40 hours/week. Hours will increase based on event needs. Extended schedules during events will require more than 40 hours/week.
- Black out dates - position must be available for weekend prior, entire "week of" and weekend of King County Fair.
- Summer is our busiest season; we do have limited time off upon approval

To Apply

- Download Expo Employment Application on Enumclaw Expo Center website
- Return application and resume to Leannas@enumclawexpo.com or drop off application to the Administration office at Enumclaw Expo Center.