



11228 MCCOURTNEY ROAD
GRASS VALLEY, CALIFORNIA 95949
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Seasonal/Part-time Office

Job Summary:

The Nevada County Fairgrounds is seeking a friendly and organized Front Office Person to manage our front desk and provide administrative support. The ideal candidate will be the first point of contact for visitors and clients, ensuring a welcoming and professional experience. This role also includes clerical and administrative duties to support office operations.

Key Responsibilities:

- Greet and welcome visitors with a positive and professional demeanor.
- Answer and direct phone calls, take messages, and handle inquiries.
- Maintain a clean and organized front office desk.
- Assist with administrative tasks such as data entry, document filing, and correspondence.
- Sell tickets to all the Nevada County Fairgrounds Events.
- Support other departments with clerical tasks as needed.

Qualifications & Skills:

- Previous experience as a receptionist, front office assistant, or similar role is a plus.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and office equipment.
- Strong organizational and multitasking abilities.
- Customer service-oriented with a professional attitude.
- Ability to work independently and handle a fast-paced environment.

Working Conditions:

- Part-time, with a flexible schedule.
- Willing to work long hours and/ or weekends during our events.



CALIFORNIA'S MOST BEAUTIFUL FAIRGROUNDS