



Receptionist/Office Assistant

EXAMPLES OF DUTIES

Reception and Front Office Duties (60%)

- Answer multi-line telephone and greet visitors at front desk
- Maintain various lists and spreadsheets for events
- Respond to general inquiries about the events schedule, Fair and the facility
- Coordinate reservations for fair time VIP lot and vendor parking
- Sell advance tickets for the Fair and other events
- Assist fairgrounds staff as needed.

Fair Programming (20%)

- Assist in coordinating the schedule for all community contests and parades both at the fair and in the community.
- Assist in fair packets, ticketing and parking passes for food vendors, entertainers & contract service vendors.
- Assist in coordinating in-house special events outside of the annual Fair such as the barrel races, cowboy Christmas, the pumpkin fest and future new concepts.

SUPERVISION RECEIVED

- Works under the supervision of the Office Manager and Assistant General Manager.

DISTINGUISHING FEATURES

- Seasonal Full-time position approximately 30-40 hours a week. May be required to work long or extended hours at certain times, primarily during large in-house events.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Strong oral, written, and interpersonal communication skills
- Organized and detail-oriented
- Able to develop and express an in-depth understanding of company's events and services
- Energetic; able to garner excitement about upcoming events
- Works well within a team, willingness to follow direction
- Knowledge of computer applications including: Microsoft Word, Excel, PowerPoint, and Adobe. Graphic design knowledge preferred.

NECESSARY SPECIAL REQUIREMENTS

- Must be 17 years of age or older
- Must possess a valid driver's license

WORK ENVIRONMENT

- May work in an environment consisting of dirt and dust, loud noise, extreme temperature variations, crowds, livestock and other animals.
- Involves contact with the general public. Must be able to represent the company well by interacting with a professional and positive demeanor at all times.

TO APPLY

- Send resume, cover letter and salary requirements to Alexcia Jordan, General Manager, via email at alexcia@northidahostatefair.com or mail to 4056 N. Government Way, Coeur d'Alene, ID 83815.
- Anticipated start date is **as soon as possible.**



APPLICANT INFORMATION

Job Applying For: RECEPTIONIST - SEASONAL		Date
Name		
Last	First	Middle
Residence Address	Mailing Address (If different)	City, State, Zip
Home Telephone	Work/Cell Telephone	E-Mail Address
Are you over the age of 18?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Are you legally eligible for employment in the United States (Immigration Reform and Control Act of 1986)? <input type="checkbox"/> YES <input type="checkbox"/> NO
As an adult, have you been convicted of an offense other than a minor traffic violation? (A "Yes" answer does not automatically disqualify you. Convictions are evaluated for each position and are not necessarily disqualifying.) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do You Have A Current Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> No		

EDUCATION/TRAINING

Do you have the equivalent of a 12 th grade education? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name & location of post high school Education	Course of study	Graduated?	Degree (Major / Minor)
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

List each position separately, even if held with the same employer. Include all unpaid and volunteer work. List your work history in chronological order, with current or most recent job first. Describe each position separately, emphasizing your professional, supervisory and committee duties. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

EMPLOYMENT HISTORY

Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving



EMPLOYMENT HISTORY (continued)	
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving

SPECIALIZED SKILLS
<i>Briefly discuss your experiences with the following areas</i>
COMPUTER SKILLS <i>(Please be specific to software type and comfort level)</i>
CUSTOMER SERVICE
ORGANIZATIONAL SKILLS
PROBLEM SOLVING SKILLS
TIME MANAGEMENT
WEB SITE EDITING
CASHIER SKILLS



SUPPLEMENTAL ESSAY QUESTIONS

In order to get a better sense of your writing skills and additional insights into your leadership and management style, please answer the following questions. Limit your responses to no more than a single page per questions and please return with your Application Packet.

1. *Please tell us why you are interested in this position and why it is a good time in your career to come to the Kootenai County Fairgrounds and North Idaho State Fair & Gem State Stampede Rodeo.*
2. *Describe what it is like to work with you and how others would describe your work ethic.*

PROFESSIONAL REFERENCES			
NAME	ADDRESS	TELEPHONE #	OCCUPATION/TITLE

By signing below, I authorize the North Idaho Fair Board to investigate my references; to communicate with my employers; to make an independent investigation of my character, conduct and employee history and to keep and preserve records of such investigations as it sees fit.

I affirm that I release from liability any employer, person or employee supplying honest and accurate reference information regarding me and my previous employment.

I also release the North Idaho Fair Board from all liability which may result from investigation information in the application materials.

I affirm that all information on this application is true to the best of my knowledge.

I understand that falsification or misrepresentation of information on this application or other documents in connection with my employment with the North Idaho Fair Board may result in disqualification from employment consideration and/or termination of employment regardless of when it is discovered.

If employed, I agree to read and comply with the North Idaho Fair Board’s policies and procedures.

SIGNATURE _____ DATE _____

Applications will be accepted until the position is filled.

For more information email or phone, the Fair Office at 208-765-4969 or email alexcia@northidahostatefair.com

Thank you for your response.

When you have completed this form, please send it to: North Idaho State Fair
4056 N Government Way
Coeur d’Alene, ID 83815