

Position: Receptionist/Assistant to Executive Manager
Start Date: To Be Negotiated
Salary/Benefits: Commensurate with experience



Basic Function:

- Accountable for the overall operations of the Fort Bend County Fair Association (FBCFA) and all sanctioned events in a manner that is businesslike, economically feasible, professional, diplomatic, and consistent with the FBCFA Mission. FBCFA is a 501(C)3 organization which operates through a Board of Directors, Executive Committee, and office staff.

Responsibilities (included but not limited to):

- Greet Customers, answer phone calls, schedule meetings and support visitors to the Fair
- Provides support to ensure efficient operation of the Office
- Carries out duties such as filing, typing, copying, binding, scanning, etc.
- Exhibits polite and professional communication via phone, email and in person
- Experience with ShoWorks, Quickbooks, and Microsoft Office
- Responsible for selling all advanced online tickets for the Fair and Carnival
- Responsible for gathering all Committee supply lists, compiling, and ordering supplies in a timely manner so that all are here and sorted by September 1st
- Ensues operation of equipment by completing preventative maintenance requirements, calling for repairs, maintaining equipment inventories of supplies, etc. for all computers, printers, and other office machines
- Responsible for running all credit card transactions
- Maintains supply inventory for the Office by placing and expediting orders for supplies when needed
- Responsible for producing the Fair Magazine, sponsor handouts and Fair Schedules and getting these print ready for publishing
- Assist with all 4 Auctions during the Fair as needed
- Assist with setting up all dinners and meals before, during and after the Fair
- Update annual events with correct dates/times/documents/photos on website
- Create new homepage features and manage content on website
- Edit newsletters and send them out after they have been approved
- Assist customers with ticket issues including printing, managing tickets, downloading and answering questions about their purchases
- Assist with some social media releases including editing news releases and sending some suggestions for posts
- Edit and assist with ordering printed materials such as catalog, posters, schedules, sponsor books, etc.
- All other duties as assigned

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required for the listed position.

Individuals interested in a career with the Fort Bend County Fair Association are encouraged to send cover letter, resume list of references and salary requirement to:

FBCFA

Attn: Keith Smith

ksmith@fbcfa.org