



Position Title: Administrative Assistant & Bookkeeper

Department: Agriculture

Supervisor: Director of Agriculture

Position Type: Non-exempt

Pay Rate: \$16-\$18/hr

Position Summary

The Eastern States Exposition is looking to fill an administrative assistant and bookkeeper position in the Agriculture Department. The person in this role has superior customer service skills, savvy with bookkeeping, and a love for our production livestock-centered mission. The person best suited for this role is a critical thinker with a strong professional communication style, has experience managing a busy calendar, and can support the team on the front line.

Position Responsibilities:

- Provide administrative support to the Director of Agriculture and all areas within the Agriculture Department portfolio.
- Process and deposit payments with Finance Department
- Utilize Microsoft Word, Excel, Financial Edge, ShoWorks and Kaleidoscope
- Schedule appointments and other support assignments, when needed, by staff
- Provide information to the Marketing Department as needed
- General office duties (i.e., filing, responding to correspondence, phone calls, mail and emails)

Requirements:

- Successful completion of Associates Degree in related area of study or equivalent, related experience
- 3 years' experience in an administrative role, including financial responsibilities
- Excellent customer service
- Highly organized with great communication skills
- Expertise in Microsoft Office Suite
- Ability to learn customized computer software
- Ability to work the following approximate schedule:
Mid-November – March: 9am-1pm
April - July: 9am - 3pm
August – mid-November: 9am - 5pm

TO APPLY

Please fill out our online application form - <https://tinyurl.com/JobsESE> and include your resume and cover letter. Questions regarding the application process can be addressed to employment@TheBigE.com. Positions are open until filled, priority application deadline November 15, 2022 with an anticipated start date of January 3, 2022.

Eastern States Exposition (ESE) is a not-for-profit corporation committed to excellence in providing year-round opportunities for the development and promotion of agriculture, education, industry and family entertainment while preserving our New England heritage.

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