



**Position Title:** Administrative Assistant

**Department:** Sales

**Supervisor:** Director of Sales

**Position Type:** Part time, non-exempt (approximately 20 hours/week)

**Pay Rate:** \$19-\$21/hour

### **Position Summary**

The Eastern States Exposition is looking to fill a part-time Administrative Assistant position in the Sales Department for an immediate start. The person in this role has superior customer service skills, is savvy on the phone, and can balance multiple tasks on a regular basis with accuracy. The Administrative Assistant must be a critical thinker with a professional communication style and a welcoming spirit. The person best suited for this role thrives in a busy environment and can seamlessly maneuver between projects.

### **Position Responsibilities:**

- Provide administrative support to the Director of Sales and other Sales staff as directed
- Support project needs related to Sponsorship, Hooplandia, Big E, and non-fair shows including communication with the Marketing Department
- Assist with contracting and invoicing using specialized software for both The Big E and year-round shows
- Processing and depositing payments with Finance Department
- General office duties (i.e., filing, responding to correspondence, phone calls, etc.)
- Attend meetings and take notes as assigned

### **Requirements:**

- Successful completion of Associate Degree or equivalent experience
- 3+ years experience in an administrative support role
- Superior customer service skills
- High level organizational skills using both paper and electronic systems
- Strong communication and time management skills
- Experienced in a Windows and Microsoft-based environment
- Comfortable learning customized software systems
- Humility, accountability, and a sense of humor a must!

*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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