

Fairgrounds Office Secretary/Receptionist

Capable of working in a busy service oriented business office, with frequent interruptions. Work with walk-ins and volunteers, receptionist/secretarial responsibilities, bookkeeping, event scheduling, computer and people friendly skills needed. Must be able to multi-task, and be a self starter. Must have a valid Arizona Drivers license, able to pass drug test and bondable. Occasional evening and weekends compensated hours. Full Position Description and application available by contacting

MohaveFairAsson@gmail.com, or 928-753-2636, apply by submitting application and resume to, MCFA, 101 E. Beale St Ste A, Kingman, AZ 86401, Accepting applications till November 17, 2017, EEOE