



ADMINISTRATIVE ASSISTANT

The Washington State Fair Events Center is hiring an Administrative Assistant to execute a variety of tasks within the Executive department. Works within the Executive Team to ensure calendar coordination, scheduling, meeting and event needs are met. Reports to the Executive Department Administrator and also directly collaborates with the CEO and Board members on board hospitality and business meetings, including board events, uniforms, planning and travel needs. Directly responsible for coordination, design and execution of seamless and successful board and corporate hospitality functions, including but not limited to regular meetings, meeting rooms, luncheons, dinners, special events both public and private, and more as directed.

ESSENTIAL JOB DUTIES

Executive Department Duties & Responsibilities:

- Perform regular office duties, answering phones, maintain records and overall assistance within the team.
- Maintain records, budgets, prepare department file folders, help to maintain vault documents, run errands, schedule meetings, and assist Directors, CEO, and Executive Department Administrator as needed.
- Assist with travel/registration arrangements for conventions, seminars, and Fair visits, for Directors and staff.
- Negotiate pricing with caterers for events and overseeing all catering and director event employees.

CEO & Board of Director Responsibilities:

- Assist the Executive Department with agenda, minutes, and research for Board meetings, retreat, and seminars.
- Assist with board ticket packages (initiate package approval, preparations, ticket ordering, tracking, fulfillment).
- Responsible for preparation of board level and corporate donation requests.
- Coordinate on- and off- site meetings, meal service and special events as needed for the board and leadership.
- Ensures board room and related areas are well stocked, ready and prepared for scheduled meetings/events.
- Support all seasonal/event catering, bar and event staff and fair hosted events and meetings.
- Stock, order, and maintain inventory for bar (alcohol), linens, and pantry, etc. Ensure proper liquor permits for events are obtained.
- Maintain, order, organize and ensure cleaning of director uniforms.
- Track and report on director, hospitality, private event, travel budgets and expenses.
- Assist with offsite travel, dining reservations/service, hospitality needs or shopping as needed.

Fair time Responsibilities:

- Assist with managing records and issuing approximately 100 annual Lifetime Pass and Loyal Members tickets.
- Responsible for the training of State Fair part-time kitchen assistant in Directors areas.
- Assist with Season Box Seat distribution.
- Assist in preparation for Shareholders mailings, facilitating accurate and complete information and documents.

Shareholder Responsibilities:

- Responsible for transfers and recording of all Shareholder transfers/records, and maintaining all records (since 1900) in the Access database.
- Shareholders training in all aspects of shareholders; current and historical records, annual meeting, annual picnic, stock transfers, spring and state fair mailings and emails, filing.
- Organize the Washington State Fair Shareholder picnic and the annual January Shareholder meeting each year.
- Research lost shareholders/shares through review of obituary reports and other articles.

IDEAL QUALIFICATIONS

- High School diploma or equivalent; and 2 years related experience and/or training; or equivalent combination of education and experience.
- Must have general knowledge and experience in office techniques with knowledge of basic accounting, expense/revenue/capital budgeting and insurance.

- Due to the nature and responsibilities of this position the person must be over 21 years of age.
- Knowledge of and experience with administrative duties, events, catering, and service.
- Ability to work well under pressure and independently with frequent interruptions.
- Must have exceptional organizational skills.
- Working knowledge and experience with Microsoft Office Suite.
- Driver's license and reliable transportation for works errands is required.
- Class 12 Mixologist Permit Washington State Liquor Board, and State of Washington Food Workers card are encouraged, but not required.

COMPENSATION & BENEFITS

The pay range for this position is \$22.00 to \$26.00/hourly based on an assessment of knowledge, skills and experience of the candidate offered. Employees are offered healthcare coverage options which include medical, dental, vision, long term disability insurance and are able to enroll in the Fair's 403(b) plan. Employees accrue ten vacation days and eight sick leave days a year which can be used once accrued. Additionally, employees enjoy fourteen paid holidays throughout the calendar year.

HOW TO APPLY

Please email cover letter and resume to maddiem@thefair.com no later than April 4, 2024.