

Company: Oklahoma State Fair, Inc.
Position Title: Feed & Bedding Associate Senior Manager
Department: Fair Park
Reports To: Senior Vice President of OKC Fairgrounds / Vice President of Events & Operations
Supervises: Feed & Bedding Staff / Feed & Bedding Personnel
Pay Range: \$50,000 - \$55,000 Annually

Job Responsibilities and Requirements

- Hire, manage and monitor all Feed and Bedding warehouse and office personnel.
- Order all Feed and Bedding materials and maintaining proper inventory.
- Process Feed and Bedding preorders and delivery of all sales throughout livestock and equine events.
- Account for all job-related tools and equipment and order additional equipment as needed.
- Ensure that all Feed and Bedding personnel time sheets are accurate and complete.
- Generate daily reports on all purchases and sales.
- Notify Manager of Operations of problems related to contracted employees.
- Assist with any additional duties, responsibilities, or special projects as directed by the reporting Sr. Vice President, Vice Presidents and/or President/CEO.
- Assist in other departments as needed.
- Other duties as assigned.

General Requirements

- Utilize task prioritization and effective time management skills to meet frequent and competing deadlines in a high-volume, high-stress environment.
- Perform detailed work in a team-oriented, fast-paced, event-driven environment handling multiple tasks with flexibility in a calm, professional manner.
- Effectively communicate with others in a clear, business-like, respectful and personable manner focused on generating a positive, enthusiastic and cooperative environment.
- Maintain high standards of appearance and grooming (i.e., clean, wrinkle free clothing, proper uniform/attire, close attention to personal hygiene).
- Meet the company standard for excellent attendance, job reliability, diligence and dedication.
- Possess a valid driver license and a clean driving record.
- Speak, read, and write in English.

Additional Job Requirements

- High School Diploma required.
- Accredited Bachelor's degree in related field preferred.
- Professional communication skills, including business writing, telephone and interpersonal; strong conflict management/customer service skills; problem solving and organizational skills.
- Knowledge of general business procedures.
- Proficiency with computers, including, but not limited to, Microsoft Office (Outlook, Word and Excel).
- Prior experience using a Point-of-Sale System.

Physical Requirements and Working Conditions

- Extended hours, nights and weekends may be required during peak periods.
- Frequent or continual movement from place to place with normal physical mobility, covering long distances with ease, managing assigned tasks throughout various indoor and outdoor locations within and around the property and in potentially inclement/severe weather conditions.
- Regularly lift, carry, and put away items weighing up to 50 lbs. and occasionally lift and carry heavier items and/or assist others in lifting heavier objects, as job demands.
- Walk and/or stand for extended periods in addition to other prolonged physical exertions including seeing, hearing, reaching, grasping, lifting, pushing, pulling, squatting, crouching, stooping, bending, kneeling, climbing, and working in awkward positions and tight areas may be required.

[CLICK HERE TO APPLY](#)