

## **Erie County Agricultural Society**

### **Concessions Office and Administrative position**

#### **Full time/Non-Exempt**

The Erie County Agricultural Society is seeking qualified candidates to work in the Concessions office and assist with administrative tasks.

#### **Job Overview:**

- Assist in vendor coordination for fair and non-fair events.
- Organize and maintain records for all vendors including receipt of payments, contact information, contracts, insurance, and related documents.
- Attend and participate in a wide variety of meetings.
- Obtain certificates of liability insurance from all year-round contractors.
- Assist in maintaining accurate membership records for the Erie County Agricultural Society.
- Perform all other duties and functions that are necessary or incidental as directed by the Concessions and Commercial Exhibits Manager.
- Exhibit exemplary customer service through email, phone and face-to-face communication with vendors, colleagues, and the public.

#### **Essential Functions:**

- Excellent oral and written communication skills, with the ability to effectively communicate with staff and board members, as well as vendors and guests.
- The ability to be tactful, yet firm, in enforcing compliance with rules applicable to vendors.
- Well organized with the ability for prioritizing work and effective time management.
- Ability to work independently on assignments.
- Ability to work well under pressure.
- Ability to work in a team setting to accomplish a goal.

#### **Requirements:**

- Proficient with Microsoft Office 365 and other computer software.
- Strong interpersonal skills, including excellent phone and in-person etiquette while being hospitable, patient, and friendly.
- Ability to maintain confidentiality.
- Strong attention to detail.

Interested parties should submit their cover letter and resume to [jobposting@ecfair.org](mailto:jobposting@ecfair.org)