



NEBRASKA STATE FAIR POSITION DESCRIPTION SEASONAL FRONT DESK ASSISTANT

As of APRIL 28, 2022

I. OVERVIEW

This position reports to the Deputy Executive Director (DED) and the Office Administrator. Primary duties include managing customer reception desk and Lottery claims.

A. FRONT DESK ASSISTANT

- Answers phone calls and transfers to appropriate department.
- Acts as the point of contact at the main/front desk.
- Process Lottery claims payments
- Assists the Office Administrator, Deputy Executive Director, Executive Director or Business Administrator, and Staff when needed.
- Assists with hand collating, hand folding and packet inserts.
- Makes sure all office equipment is in working order.
- Other duties as assigned.

II. EDUCATION & EXPERIENCE

This position requires, experience and ability in professional customer service skills, well-developed interpersonal and communication skills, multi-tasking and organizational skills. The role needs working knowledge of office procedures, equipment and other technological functions. Must have strong computer literacy particularly in the Microsoft Office Suite. Office Management experience is a plus.

III. ACCOUNTABILITY

This position is accountable to the Office Administrator and to the Deputy Executive Director.

IV. WORK ENVIRONMENT/PHYSICAL DEMANDS

Work is performed in a fast-paced environment. Physical requirements include the ability to sit, reach, bend, manipulate folders or papers, lift items (40# and less) and operate standard office equipment in the performance of duties.

The incumbent may be required to work long days and long hours prior to and during Nebraska State Fair, including working at least a 14-day consecutive workday period(s) when warranted.

- V. Position runs from June to September. Fill out employee application, send application along with cover letter, resume and 3 references to edawes@statefair.org