



Administrative Assistant

Oregon State Fair & Exposition Center (OSFEC) is an exciting, fast paced, and community minded company. OSFEC produces the Oregon State Fair and has a variety of events that are held on the grounds of the Exposition Center yearly. OSFEC is a place for new encounters, creative insights, and team building opportunities.

Administrative Assistant Job Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports clients/patrons.
- Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Confidential assistant to the CEO and General Manager.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization, preparing contracts/letters, taking minutes at meetings, creating/proofreading documents, preparing reports and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Provides information by answering questions and requests and displaying the ability to provide excellent customer service.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.

This is a full-time exempt position at the Oregon State Fair & Exposition Center. Compensation will be DOE between \$45,000 and \$52,000 a year. Oregon State Fair & Exposition Center offers benefits and contributes up to \$800 towards Health Insurance.

Administrative Assistant Skills and Qualifications:

- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Managing Processes
- Organization
- Analyzing Information

- Professionalism
- Problem Solving
- Supply Management
- Inventory Control
- Verbal and Written Communication
- Attention to Detail
- Time Management/Prioritizing Workload

Education and Experience Requirements:

- High school diploma or equivalent education required
- 3 years of administrative assistant experience
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Valid driver's license and current automobile insurance
- QB experience
- Multi-lingual is a plus

If interested please send your resume to:

**Ronda Sherman, General Manager
Oregon State Fair & Exposition Center
2330 17th Street NE
Salem, OR 97301**

**OR
rsherman@oregonstatefair.org**