

## WESTERN FAIR DISTRICT

### JOB DESCRIPTION – Admin Support - Events and Sponsorship

The Admin Support is responsible for performing clerical duties related to event management and assisting with the execution of Western Fair District owned and operated shows and events including; 3<sup>rd</sup> party facility agreements, sponsorship agreements, sales, and customer service.

#### Position Responsibilities

- Provide support and direction to exhibitors with phone calls and emails (recruiting/maintaining/assisting once registered)
- Maintain registration records through Map Dynamics/coordinating exhibit space.
- Create and send exhibitor documents.
- Financial – Take payments/prepare financial reports or update revenue sheets.
- On site in the show office during set up and show hours.

#### Sponsorship

- Administrative support including: drafting contracts, distribute contracts for signing, invoicing and tracking the status of contracts.
- Maintain contract compliance tracker for events and check in during move in to ensure responsibilities are met.
- Post event follow up summary post event summary/presentation.

#### Skills and Qualifications:

- Post-Secondary Education in related field an asset. (ie. Event Management)
- 1-3 years of experience in a Customer Service, Sales or Administrative environment
- Experience in the Consumer Trade Shows/Agricultural events *an asset*
- Exceptional Customer Service skills
- Effective communication skills
- The ability to work in a team environment, remaining attentive to ideas, recognizing responsibilities, and actively participating with others to accomplish assignments and achieve desired goals.
- Proficient in using a computer and Microsoft applications.
- A commitment to excellence in all tasks, and a professional presence

**Other Responsibilities:**

- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect.
- Act as an Ambassador throughout the Community, positively representing the Western Fair District.
- Abide by the policies and procedures of Western Fair District
- Other duties as assigned in order to meet the overall goals and objectives of the Western Fair District
- Proven experience as an administrative assistant, virtual assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task