



**NEBRASKA STATE FAIR
PART TIME
FRONT DESK OFFICE ASSISTANT**

As of May 28, 2024

I. OVERVIEW

This position reports to the Office Administrator and the Executive Director. Primary duties include assisting the Office Administrator in managing the front desk.

A. FRONT DESK ASSISTANT

- Assists the Office Administrator, Executive Director, or Business Administrator, and Staff when needed.
- Acts as the point of contact at the front desk.
- Process Lottery claims.
- Picks up the mail at the post office daily.
- Processes the mail for staff distribution, enters deposits.
- Pick-up and delivery items for staff.
- Assists in keeping board room and main kitchen clean.
- Assists with Board lunches and other events.
- Selling tickets at the front desk for the Box Office.
- Make sure all office equipment is in working order.
- Able to work flexible hours.
- Assists with hand collating, hand folding papers, trimming papers and packet inserts.
- Other duties as assigned.

II. EDUCATION & EXPERIENCE

This position requires strong experience in office management, professional customer service skills, and well-developed interpersonal and communication skills. Must have strong computer literacy particularly in the Microsoft Office Suite, including Teams, Excel spreadsheets, and Word. Meticulous scheduling skills, multi-tasking, and organizational skills. The role needs working knowledge of office procedures, equipment, and other technological functions. Driver's license required. Bi-lingual in English and Spanish preferred.

III. ACCOUNTABILITY

This position is accountable to the Office Administrator and 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 up to 50 lbs. Knowledge of and able to operate office equipment in the performance of duties.

The incumbent may be required to work long hours, days prior to and during the Nebraska State Fair and is prepared to work at least a 14-day consecutive workday period if warranted.