

# **COW PALACE**

## **Arena & Event Center**

### PT Office Assistant

Seeking an enthusiastic Office Assistant to join our venue and provide creative ideas to help achieve our goals. If you like doing something new each day, working on different projects, not afraid of continual learning, and being part of creative problem solving, you'll love it here!

### DESCRIPTION

**Position:** Office Assistant

**Position Type:** Part Time, approx. 16 - 20 hrs/week, hours are flexible however we are looking to fill afternoon hours. Willing to work around school/home schedules for the right person. Students encouraged to apply.

**Compensation:** \$19.00 / hr

**Location:** Cow Palace Arena & Event Center, 2600 Geneva Ave, Daly City

**Work Environment:** Office Environment. Can sometime be subject to slightly cold or warm weather.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- General office functions to include but not limited to: typing of various types of documents and correspondence, filing, copying, emails, process mail, record keeping, creating forms, preparing tickets, reconciliations, creating report & tracking data.
- Creating and updating spreadsheets, and data entry
- Greeting customers, answering phones, customer service
- Website and social media posts and updates
- Provides support to the CEO and other department managers as needed.
- Assist with planning of annual signature event and special events within timeframe
- Running errands internally on the facility and/or off the facility
- Other duties as needed to keep office and/or events running efficiently

**2600 Geneva Ave. Daly City, CA 94014**  
***www.cowpalace.com* • 415-404-4100 • 415-337-0941**

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### **SKILLS & EXPERIENCE**

- Office experience preferred, but not required. Willing to train the right person who is eager to learn.
- Must be reliable and on time.
- General knowledge of office etiquette, equipment, and computers
- Must have excellent organizational and time management skills
- Must be able to follow directions and work independently with minimal direction and supervision – ability to be proactive, prioritize, handle multiple assignments simultaneously, and give update reports. Ability to work well in a small office & team environment.
- Ability to speak, read, write, and communicate in English, in person and by phone.
- Must be proficient in Word, Excel, and Outlook. Intermediate levels preferred.
- Ability to laugh when things get a little stressful
- Social media experience a plus (Facebook, twitter, Instagram)
- Must possess valid California Driver's License

### **ABOUT US:**

We are a year round event center and the home of the Grand National Rodeo; casual office environment where every day offers something new and exciting!

Office located on Geneva Ave, Daly City. Parking is onsite, no parking fee

Easy to get to from public transportation (**Balboa Park BART**)

For more information check us out at [www.cowpalace.com](http://www.cowpalace.com) at see all the cool stuff we do.

### **How to Apply**

Please email cover letter with a phone number, your availability, and what's your favorite thing to do in your spare time. Along with a resume to Mala at [malag@cowpalace.com](mailto:malag@cowpalace.com)  
No phone calls.

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