



Entries Office Supervisor

The Fairpark is in search of a highly motivated, organized, energetic, fun and professional individual who is looking for an exciting, fun, educational seasonal job, with great experience for your resume. Under the direction from the CEO, Deputy Manager, and Business Assistant the Entries Office Supervisor is responsible for the Fair Entries Office, which produces all the still exhibits and livestock competitions/shows at the Santa Barbara County Fair and works behind the scenes in running the Junior Livestock Auction.

Job Responsibilities will include:

- Operate Showworks Fair Management Software to manage all entries and create livestock shows
- Work closely and communicate efficiently with the Junior Livestock Auction Association Volunteers and Livestock Superintendent
- Order and organize all ribbons and awards
- Assist with phone calls, customer service activities, and e-mail correspondence
- Process auction invoices, bills, payments and generate premium and auction checks
- Process DNA kits; be available on deadline dates to assist customers

The ideal candidate will possess these necessary skills:

- Ability to work under pressure and stay calm in a busy environment
- Great Computer Skills, Including: Microsoft Office Suite (especially Word & Excel)
- Have basic office skills
- Ability to manage time and tasks efficiently to meet mandatory deadlines
- Proficiency in Microsoft Access is a must, as our custom software-based program is an Access based platform.
- Exceptional organizational skills are preferred
- Must be a team player

Requirements:

- Must be available to work 15-60 hours based on the month (Full time plus during June & July)
- Willing to learn, adjust and be flexible on a daily basis
- Have knowledge and/or experience with livestock or competitive exhibits/entries (recommended)

This position starts when filled and varies in time base from 15 to 60 hours per week. The workload gradually increases prior to the Santa Barbara County Fair, with essentially full-time work required during the months of June & July.

The position is hourly, and the rate is negotiable depending on experience.

Submit a resume with employer references to:

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