



Position Title: Insurance Assistant

Department: Sales

Supervisor: Director of Sales

Position Type: Part time (non-exempt)

Compensation: \$16-18/ hour based on education and experience; partial benefits eligibility

Position Summary

The Insurance Assistant, manages all the files for fair time exhibitors/concessionaires along with non-fair events. The Insurance Assistant also makes sure that all exhibitors/concessionaires and non-fair events have complied with necessary insurance requirements. During the Big E, the Insurance Assistant supports the office administrators in the Better Living Center office.

Position Responsibilities:

- Support Sales Department staff in the production of The Big E, and year-round events
- Work with over 400 exhibitors/concessionaires to ensure insurance requirements fulfilled accurately
- Make sure contractors have complied with necessary insurance requirements
- In preparation for the fair each year, apply for insurance
- Apply for insurance for the non-fair events such as Fiber Festival, West Springfield High School graduation, and various livestock shows
- Support administrative staff in the Better Living Center's office for check in/out operations for the fair
- Customer service at the Better Living Center's information window during the fair
- Maintain exhibitors/concessionaire file folders and purge folders at the end of the year
- General office duties as assigned

Requirements:

- Successful completion of Associate Degree or Certificate program in related area of study
- 5+ years' experience in an administrative support role
- Ability to work within department protocols, team expectations, and chain of management
- Strong communication and time management skills
- Demonstrated customer service experience
- Expertise in Microsoft Office Suite
- Ability to work the following approximate schedule:
 - October – June: 9am - 1pm
 - July: 9am - 3pm
 - August – September: 9am - 5pm

To Apply:

Please fill out our online application form - <https://tinyurl.com/JobSE> - and include your resume and a cover letter. Only completed applications that include a resume and cover letter will be considered. Questions regarding the application process can be addressed to employment@TheBigE.com. Positions are open until filled. Priority consideration deadline: April 2, 2021.

Eastern States Exposition (ESE) is a not-for-profit corporation committed to excellence in providing year-round opportunities for the development and promotion of agriculture, education, industry and family entertainment while preserving our New England heritage.

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