



Position Title: Office Assistant (1-2 positions anticipated)

Department: Sales

Supervisor: BLC Office Manager

Position Type: Casual (The Big E only)

Position Summary

The Office Assistant for the Sales Department will take on a variety of office-related tasks to support exhibitor and concessionaire relations. This customer-oriented position is critical to the function of the day-to-day operation of the Big E (September 13-29, 2019).

Position Responsibilities

- Handling incoming calls and other communications
- Recording information as needed.
- Greeting exhibitors and concessionaire as needed.
- Entering information into databases.
- Operating cash register and handling cash transactions with exhibitors and concessionaires.
- Operating the credit point of sale system.

Requirements

- Must be 18 years old by date of hire
- High school degree or GED
- Proven computer skills
- Basic familiarity with electronic equipment (e.g. cash register, POS systems, etc.)
- Must be able to lift and move 25lbs
- Strong communication skills
- Customer satisfaction-oriented
- Attention to detail and mathematical skills
- Sense of humor and ability to have fun while maintaining a professional atmosphere

To Apply:

Please fill out our online application form - <http://tinyurl.com/BigEmployment> - and include your resume. Only completed applications that include a resume will be considered. Positions are open until filled. Questions regarding the application process can be addressed to employment@TheBigE.com.

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.

ESE is an Equal Employment Opportunity employer and does not discriminate on the basis of sex, race, creed, religion, color, national origin, ancestry, age, physical or mental disability or handicap, pregnancy or pregnancy-related condition, veterans or military status, sexual orientation, gender identity or expression, transgendered status, results of genetic testing, or any membership in any group protected by applicable laws.

Please note: during fair time operations, including pre- and post-fair operations certain positions may be exempt from overtime based on an overtime exemption through the Commonwealth of Massachusetts.