



## Orangeville Agricultural Society

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Facilities Manager: **Kate Laing**

Email: [manager@oaseventcentre.ca](mailto:manager@oaseventcentre.ca)

**Job Title:** Office Administrator and Fair Coordinator

**Posted:** Thursday, January 26<sup>th</sup>, 2017

**Reports to:** Manager and Board of Directors

**Closes:** Monday, February 6<sup>th</sup> at 7:00pm

### Job Summary:

- Responsible for the provision of administrative, reception and secretarial support services including typing reports, correspondence, contracts, minutes of meetings, filing and records management; acts as Secretary to the Board of Directors; updating Committee and membership lists; processing correspondence, answering the telephone and responding to and/or referring enquiries; assisting with the preparation of rental contracts and the annual Prize Book; assisting the Manager with projects such as the Annual Meeting and Report and participating in OAS events; arranging for printing and distribution of publicity and information materials; making conference, convention and meeting arrangements; liaising with Board or Committee Members and volunteers as required; and acting in the absence of the Manager as appropriate.

### Duties and responsibilities

- 1) Provides telephone answering and reception services for the OAS including responding to enquiries and/or referring same, as appropriate
- 2) Types letters, reports, minutes of meetings, composing correspondence as requested
- 3) Maintenance of filing system; maintains inventory of office and informational supplies.
- 4) Compiles and maintains various computerized statistics, databases, annual Fair information such as judging and prize lists, monthly office procedures, etc.
- 5) Assists the Manager with event bookings including scheduling and processing, applications, ensuring appropriate regulator documentation, liaising with renters, determining and arranging for amenities required, etc.
- 6) Assists the Manager with budget preparation/administration and preparation of monthly and yearend financial statements.
- 7) Schedules and confirms Board/Committee and/or other meetings/events and appointments; coordinates meeting room facilities and amenities as required; ensures informational/agenda material circulated; assists with the coordination of the Annual meeting and the preparation of the Annual Report
- 8) Participates in Orangeville Agricultural Society events. Assists the Manager with publicity coordination; coordinates support staff help, coordinates cheque requirements for judges; attends during the event; assists with the coordination and publication/distribution of the annual Prize book.
- 9) Provides administrative assistance to the manager as required including research, follow-up with enquiries, renters, etc., helping with special projects liaising with Board/Committee Members and volunteers, etc.; acts in the absence of the Manager as appropriate.
- 10) Performs other related duties as assigned /directed.

### Skill/Knowledge Requirements:

- 1) Excellent keyboarding and typing skills; basic knowledge of general accounting/bookkeeping principles, cash handling practices and accounts payable/receivable functions
- 2) Demonstrated experience in office administrative and general secretarial functions; experience with facility/special event bookings and working with a volunteer based organization preferred.

- 3) Computer literacy in a Windows environment including proficiency with word processing, desktop publishing, spreadsheet, and database software
- 4) Excellent communications/interpersonal skills; good grammar, spelling, arithmetic, organizational and filing skills
- 5) Ability to prioritize work and meet deadlines in a multi-task environment, comfort level working along, at times, in a small/busy office in a rural location.
- 6) Ability to deal courteously and effectively with renters and concession operators, the general public, staff, Board/Committee members, volunteers, and other OAS contacts
- 7) Class G Drivers license, in good standing; reliable vehicle to use on OAS business when required.
- 8) Availability to work flexible hours as may be required to meet deadlines, during the Fair event, during peak periods, and/or in the absence of the Manager.

Qualified candidates may apply via fax (519-942-8761) or email to [manager@oaseventcentre.ca](mailto:manager@oaseventcentre.ca)

*All applicants are thanked for their interest, but only those selected for an interview will receive a response.*