



Concessions & Exhibits - Office Assistant

(Seasonal, Non-Exempt)

Overview

Come be a part of the Minnesota State Fair Concessions & Exhibits team! Provide excellent customer service support to the Minnesota State Fair concessionaires in person and over the phone.

Essential Functions

- Provide general office assistance including filing, copying and computer usage.
- Maintain organization of important files and documentation.
- Assist State Fair concessionaires with inquiries in person and over the phone.
- Deliver exceptional customer service.
- Proof documents as needed.
- Complete special projects as assigned by supervisor and other staff in the department.
- Assist with tasks assigned by either the immediate supervisor or general manager as needed.

Required Qualifications

- Strong customer service skills.
- Basic computer skills.
- Ability to multitask while remaining patient and understanding.
- Exceptional problem solving and oral communication skills.
- Valid driver's license.
- Available to work June – Sept. 3, part time hours available in May.
- Extended hours during peak times and consecutive days without time off are required. No days off during the fair, Aug 23 – Sept 3.

Preferred Qualifications

- Previous office experience.
- Microsoft Word experience.
- FileMaker software experience.
- Working knowledge of basic office equipment.

Apply today!

Submit resume and cover letter to employment@mnstatefair.org
Include "Concessions & Exhibits - Office Assistant" in email subject line.