



392 Old Schuylerville Rd.  
Greenwich, NY 12834  
518-692-2464

*"An Agricultural Tradition for Over a Century"*

## Job Description

<b>Position Title:</b>	Receptionist / Office Assistant
<b>Department:</b>	Operations
<b>Reports To:</b>	General Manager
<b>Supervises:</b>	Office interns and volunteers (as needed)
<b>Created/ Revision Date:</b>	September 2025
<b>FLSA Status (HR USE ONLY):</b>	Non-Exempt / Full time
<b>Pay Range:</b>	\$32,000- \$40,000 yearly

The Receptionist / Office Assistant is responsible for core customer service interactions in the Fair office. The Receptionist / Office Assistant is a public-facing customer service role, requiring proficiency in standard office functions, as well as performing executive support duties as needed.

The Receptionist / Office Assistant reports to and takes direction from the General Manager. The role requires frequent constructive interaction with Fair employees from other departments, board members, and the public.

### Office Support Responsibilities:

- Greet and assist visitors, clients, and event partners in person, by phone, and via email
- Perform basic office duties in support of Fair staff, board and committees; including helping to send board/committee agendas, minutes, filing minutes, and other tasks that are approved by the General Manager.
- Provide excellent customer service and general administrative support
- Handle transactions using Square (including credit card and cash payments), with basic accounting/reconciliation duties
- Maintain organized digital and paper records using Google Docs and Microsoft One Drive and associated software
- Perform general office duties such as filing, data entry, responding to inquiries, and assisting with event logistics
- Take direction well and be open to handling other administrative or operational tasks as assigned
- Interact in a professional and courteous manner with all patrons, vendors, contractors, and fair staff and its associates

### Event Support Responsibilities:

- Distribute concession materials leading up to and during Fair Week
- Organizing and fulfilling - packets for directors and stakeholders
- Off-hours office coverage during events

[www.washingtoncountyfair.com](http://www.washingtoncountyfair.com)

*The Washington County Fair is a 501c3 not for profit and is operated by a 32 volunteer Board of Directors*

**Core Competencies (Knowledge, Skills & Abilities):**

- Proficiency with Google Docs/Google Workspace & Microsoft One Drive and associated software
- Familiarity with common office equipment and programs
- Ability to learn to access and use industry-specific equipment and tools
- Experience with Square or other POS systems
- Comfortable handling cash and credit card transactions, with basic accounting knowledge
- Friendly, professional demeanor with strong communication skills
- Ability to multitask in a fast-paced environment
- Dependable, self-motivated, and detail-oriented
- Must be comfortable working in an environment where events take place year-round, both indoors and outdoors
- Ability to work independently and exhibit good judgment and show initiative in performing job functions
- Ability to supervise, train, and coach interns and volunteers as needed

**Education & Work Experience Requirements:**

- 1+ year of customer service experience
- Event setting experience a plus
- Fair experience is preferred

**Physical requirements**

- Ability to lift 15-20 pounds
- Ability to stand, sit, squat, bend, walk, and stretch consistently and for long periods
- Manual dexterity for operation of handheld devices and standard office equipment
- Vision abilities, including close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Working Conditions**

- Indoor work with exposure to common allergens, as well as dust, printer toner, paper, clothing, money, etc.
- Occasional outdoor work with exposure to weather extremes
- Frequent and mandatory off-hour, holiday, and weekend work, with workdays lasting beyond 8 hours.
- Availability by any of phone, email, and text.

**Mental Demands:**

- Ability to read, write and speak English fluently
- Effective management of emotions
- Demonstrate tolerance and empathy
- Demonstrate patience and flexibility with patrons, vendors, contractors, and fair staff and its associates
- Ability to handle difficult and challenging situations, multiple priorities, and meet deadlines