***Temporary Part-Time Office Assistant***

Looking for a temporary part-time summer job? The Benton County Agricultural Society (BCAS) also known at the Benton County Fair Board is searching for individuals to join the fun and would be interested in a temporary part-time office assistant position before and during the 2022 Benton County Fair August 2-7, 2022. The following is a list of desired abilities:

-Welcome vendors, exhibitors and visitors to the fairgrounds and provide excellent customer service

-Answering phone calls and emails

-Taking and delivering messages

-Basic knowledge of office equipment including phone, computer, copy, scan equipment

-Able to run errands within the fairgrounds

-Assist vendors, exhibitors and guests as needed

-Flexibility and the ability to prioritize new tasks as they come in

-Strong interpersonal communication in a fast-paced work setting

The minimum age is 18 years old. Work time is flexible and would be at the Benton County Fairgrounds Office working with board members and great volunteers. The building is air-conditioned! So come and join the fun and get paid also. Great experience for young persons. So complete the attached job application form and return to the BCAS.