



The Medicine Hat Exhibition & Stampede is hiring an Administrative Assistant!

Overview:

The Administrative Assistant is the first point of contact for the Medicine Hat Exhibition and Stampede. This position is customer service focused and works with a variety of different departments and committees within the organization, including other staff, committee members, volunteers, the Board of Directors, and the general public. This person will have the ability to learn quick, communicate effectively, and have excellent organizational skills.

Responsibilities and Duties:

- Provides administrative support to ensure efficient operations of the office
- Answers phone calls, schedules meeting, keeps files up to date, and supports visitors
- Carries out administrative duties such as filing, typing, mail outs, copies, binding, scanning, etc.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel reservations
- Exhibits polite and professional communication via phone, e-mail, and mail
- Sells event tickets online and in person to potential patrons
- Takes entries for a variety of events including the Horse Show, Parade, Store Decorating, and Beef Pen Show
- Works with Committee Chairs and volunteers for various administrative tasks
- Receives and distributes general emails and mail
- Contributes to team effort by accomplishing related results as needed

Job Skills and Qualifications:

- Excellent customer service and organization skills
- Ability to work independently
- Capable of working with internal and external teams and partners
- Ability to work under strict deadlines
- Knowledge of appropriate software including Microsoft Word, Excel, Outlook, PowerPoint, Publisher and Adobe Acrobat
- Diploma or certificate in business administration, hospitality management, or a related field

- Experience in administrative support

The Administrative Assistant is a full-time permanent position with the Medicine Hat Exhibition & Stampede. The successful candidate would be required to work a flexible schedule, including evenings and weekends.

Please submit your application and resume in complete confidence by September 10, 2021 to kbrake@mhstampede.com.

We thank all applicants for their interest, however only those applicants selected for interviews will be contacted.

The Medicine Hat Exhibition & Stampede is committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, color, religion, nationality, disability, age, or any other characteristic protected by applicable law.