



EQUINE AFFAIRE, INC. **Administrative Assistant**

JOB DESCRIPTION

Equine Affaire, Inc. is a small event production company located in London, OH, that is in the business of producing large educational horse expos that serve the horse industry. The company produces two Equine Affaires each year—one in Ohio and one in Massachusetts. Each Equine Affaire consists of an extensive program of clinics, seminars, and demonstrations complemented by a large trade show.

The Administrative Assistant position is an hourly position within the Attendee Services Department at the corporate office in London, OH. Because of the timing of our events, we will consider candidates who wish to work full-time throughout the year as well as candidates who may wish to work a reduced schedule from May to August. The Administrative Assistant's job duties include, but are not limited to: facilitating the entire ticket sales process for all phone, mail-in, and online ticket orders for Fantasia (evening show) and Equine Affaire admission both prior to and during events; coordinating the volunteer program for each event; assisting with room block reservations at host hotels; coordinating advance registrations for the Marketplace consignment shop; answering and forwarding incoming calls; directing general incoming emails; responding to phone, email, and mail requests for event information; entering attendee data in the Equine Affaire database; preparing bulk mailings for all departments; preparing mailings of event flyers and posters; processing outgoing mail and shipments; completing local errands (post office, printer, etc.); coordinating office equipment (other than computers); completing photocopying and laminating projects; maintaining inventory of office supplies; arranging for interpreters and other special needs for event attendees; organizing merchandise sold at events; packing and unpacking equipment/supplies going to and from events; traveling to all events; setting up, managing, and packing up the Info Booth at each event; assisting with the general set up and tear down of each event.

The starting salary range for this position is \$15-\$18 per hour based on prior work experience. A comprehensive benefits package is available after the completion of a 90-day probationary period.

JOB REQUIREMENTS

- Associate or Bachelor degree preferred
- Must have prior business office experience
- Stellar customer service skills in interfacing with the public
- A "team player" attitude
- Effective written, verbal, and telephone communication skills
- Ability to multitask with high levels of organization, efficiency, initiative, and motivation
- Strong commitment to accuracy and managing details
- Computer skills: familiarity with Windows and Microsoft Office software (Word, Outlook, Excel, Access)
- Ability to occasionally lift and move packages and boxes of supplies and/or printed materials weighing up to 40 lbs.
- Knowledge of horses and horse industry a plus, but not required

APPLICATION PROCESS

Interested candidates should forward a current resume including education, work history, and three professional references. No phone calls or walk-ins, please. Resume may be mailed, faxed, or emailed (as an MS Word document or Adobe PDF file) to the attention of Lori Helsel at:

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Email: lhelsel@equineaffaire.com