



## OPEN POSITION: EXECUTIVE ASSISTANT

<b>Opportunity:</b>	Executive Assistant
<b>Hourly wage:</b>	\$18-\$22 per hour, based on experience
<b>Application deadline:</b>	Until filled
<b>Apply via:</b>	Website: <a href="http://www.VenturaCountyFair.org/employment">www.VenturaCountyFair.org/employment</a>

## SCOPE OF WORK

*Includes, but is not limited to:*

- Attend and coordinate meetings which includes dictation, transcribing minutes, prepare agendas
- Screen and disseminate incoming calls for CEO
- Perform general secretarial duties as necessary
- Able to effectively write business correspondence
- Perform other related duties and special projects as assigned by the CEO
- Basic use and understanding of Word and Excel
- Filing and Organizations skills
- Customer Service skills
- Highly organized
- Quick learner

