

March 22, 2018
Eastern Sierra Tri-County Fairgrounds
Job Posting

The Eastern Sierra Tri-County Fairgrounds is now hiring for the following position
Office Assistant – 119 Day Temporary Employee

The Fairgrounds office is a fast paced & busy year round and requires constant attention to multiple events and rentals year round. The employee hired should be willing to work long hours and weekends during events.

Pay: DOE

Experience: good customer service skills, scheduling of events, computer skills, ability to multitask, experience in handling monies, good phone skills, bill paying skills (quick books), and fairgrounds knowledge would be a plus, ability to be a quick learner and work in a fast paced environment.

Please remit resumes with references to:

Attention Suzie Wolfersberger
swolf@tricityfair.com

Or

Mail to: Eastern Sierra Tri-County Fairgrounds,
Attention Suzie Wolfersberger
P.O. Box 608
Bishop, CA 93515

Please refer questions to Suzie Wolfersberger at (760) 920-1513 (8am-5pm)