

## Front Receptionist Job Description 2024

### General Office:

- ✓ Answer main office phone, take messages, respond to or distribute email requests from the “info line”, check answering machine, and greet the public (walk-in).
- ✓ Sort and stamp incoming mail for the Provincial Exhibition and Brandon Sportsman Show and distribute to appropriate staff or board members.
- ✓ Process outgoing mail; stamp, monitor postage inventory, and deliver to mailbox.
- ✓ Maintain an inventory of office supplies, event supplies, and stationery.
- ✓ Maintain and monthly balance of Petty Cash.
- ✓ Monitor inventory and place orders for soft drinks, water, and coffee supplies.
- ✓ Keep the kitchen area clean, organized, and stocked.
- ✓ Keep the reception area and print room clean and organized.
- ✓ Clip articles from newspapers related to the Provincial Exhibition and maintain a binder of these.

### Administration:

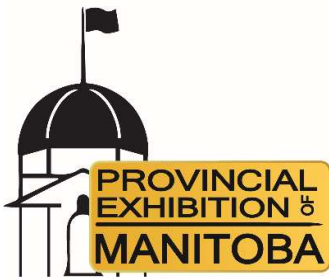
- ✓ Provide administrative assistance for the General Manager and other staff as required.
- ✓ Book meetings, send out meeting notices and reminders, gather RSVP information.
- ✓ Board, Director and Honorary Director meetings – book rooms and meals as needed, work with the General Manager to prepare the Agenda, ensure that committee reports are submitted, compile and distribute all meeting packages including typing and filing of board and committee meeting minutes.
- ✓ Take and compile staff and committee meeting minutes.
- ✓ Maintain contact information for Directors, Honorary Directors and Staff.
- ✓ Maintain file systems in the office and storage room.
- ✓ Maintain databases as required.

### Assist with Major Events and Projects:

#### RMWF, MSF, MB AG EX & “Other” Hosted Events as Required

- ✓ Provide customer service and guidance to all event attendees.
- ✓ Assist the financial department by maintaining a sales database for all events including but not limited to Lottery, Raffle & Ticket sales, or Prov Ex merchandise.





Unit A-1 – 1200 13<sup>th</sup> St. Brandon, MB R7A 4S8 Ph: 204-726-3590

- ✓ Work with each committee and staff member regarding scheduling and securing volunteers.
- ✓ Prepare director information and packages for each event.
- ✓ Work with the transportation and fiddlers committee on all events.
- ✓ Maintain an inventory of ribbons for each event and place orders as necessary.
- ✓ Capital Campaign – Maintain the master list of contributions, send out receipts and letters, track installments, send out updated newsletter
- ✓ Shareholder Annual General Meeting – Work with the General Manager in planning this annual meeting, book room, send out AGM notices, maintain Shareholders database, issue new shareholder memberships, order nametags/plaques/awards, and jackets for new Directors.

Assist with other duties as assigned.

Reports to General Manager

Please submit all applications along with your resume and references to [President@provincialex.com](mailto:President@provincialex.com)

NOTE\* This is a fluid document. Revisions may be made.

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