



## **Employment Opportunity**

**Job title:** Administrative Assistant

**Location:** Morris, Manitoba

**Hours:** part-time- full time during peak season (Evening and weekend availability will occasionally be required)

**Wage:** to be determined based on experience

The Valley Agricultural Society is a not for profit organization governed by a board of directors based in Morris, Manitoba. The VAS organizes the *Manitoba Stampede and Exhibition*, Manitoba's only Pro Rodeo as well as other community events, such as the *Rumble in the Valley* Truck and Tractor Pull.

As administrative assistant, your role would include assisting the General Manager in day-to-day operations as well as interacting with the public, vendors, volunteers, and board members.

### **Responsibilities:**

- Finding and filling out grant applications
- Problem solving in a fast paced environment
- Operating a variety of computer programs (including accounting, Excel, Word)
- Assisting the GM with the organization of events (vendors, programs, equipment)
- Communicating with directors, committee heads, vendors, volunteers and the public
- Performing office duties

The successful candidate must:

- Be positive, proactive, customer focused, and show initiative
- Have great communication and customer service skills
- Have the ability to work in a fast paced environment
- Have good organization skills

Deadline September 15, 2017

To apply please forward your resume to:

**Donna Edel- personnel director**

Valley Agricultural Society

Email: [dmedel@mymts.net](mailto:dmedel@mymts.net)