

Mississippi State Fair Commission
Executive Assistant (Administrative Assistant V)

Position will serve as the Executive Assistant to the Executive Director of the MS State Fair Commission.

Administrative Assistant V duties include (but not limited to):

- Manage reception area to ensure effective telephone and mail
- Supervise and coordinate overall administrative activities for the Office Administrative Dept
- Maintain office supplies/inventory
- Schedule meetings and appointments
- Manage relationships with MFC vendors
- Partner with HR Director to ensure policies and procedures are followed
- Serve as contract administrator (event booking)
- Manage and oversee facility-booking calendar systems
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Reading, researching, and routing correspondence for Executive Director
- Maintain Executive Director's appointment schedule
- Maintains customer confidentiality

Position is a will and pleasure (non-state service) position.

Applicants may apply online through the Mississippi State Personnel Board website or send resumes directly to Samantha Hawkins at samantha@mdac.ms.gov