

**Office Administrator
Warrens Cranberry Festival
Deadline 6-10-26**

Pay: From \$40,000.00 per year

Job description:

If you are looking for a job that will:

Challenge you
Grow with you
Allow you to meet people from around the world
Be creative and let your imagination soar
Put a smile on 150,000 faces

Then maybe you are just the person the Warrens Cranberry Festival is looking for.

The Warrens Cranberry Festival, Inc is seeking a detailed-oriented, "people focused" individual as our Office Administrator. This role involves organization, logistics, computer work, public relations, customer service by phone, computer and walk in traffic, volunteer coordination, maintaining inventory, working with special guest relations, social media and the day-to-day operations of the festival. The selected candidate will be accountable to and supervised by the Board of Directors. This position is ideal for individuals enthusiastic about creating memorable experiences and capable of thriving in a fast-paced environment.

Position Overview

The Office Administrator will work with the festival coordinator to obtain sponsors, manage social media platforms, parade organization, a monthly newsletter, vendor information, manage sales inventory and various other information coordination.

Key Responsibilities

- Office information coordination on multiple platforms.
- Supervise in-flow and out-flow of office information, answer multi-line phone system, guest scheduling, organizing commercial tour bus schedule, coordinating volunteers, sales booth merchandise organization and inventory, and working to ensure efficient operations during the festival.
- Works directly with the public to address issues promptly and provide exceptional customer service to participants and guests.
- Responsible for working with festival coordinator to secure financial and in-kind support from businesses, organizations and individuals.

Qualifications

- Strong organizational and communication skills
- Ability to prioritize and handle a variety of tasks simultaneously with efficiency and accuracy.
- Ability to work flexible hours, including evenings and weekends (mainly during September) to meet deadlines, especially leading up to and during the festival.
- Adaptable and willing to take on additional responsibilities as situations change within the office environment.
- Proficient in Windows 11, Microsoft 365 Suite, Canva, Wix, QuickBooks and Social Media platforms.
- Ability to handle sensitive information with discretion.
- Ability to lift and carry 50 pounds repeatedly.
- Ability to bend to place things on lower shelves and reach higher shelves
- Will be required to attend monthly membership meetings
- Ability to handle a busy and fast-paced environment during the festival.

Compensation and Benefits

- Competitive salary, range varies depending on experience level
- Generous paid Health Insurance package offered
- Salary position includes holiday pay, comp time, Life insurance, earned sick leave, paid leave offered and also a retirement plan.
- Extensive training in the role will be offered to the chosen candidate

Why This Role Matters

Warrens Cranberry Festival Mission Statement: The purpose shall be to educate the public, promoting the common good and general welfare of the Village of Warrens and surrounding communities. This includes holding an annual festival and raising funds for civic betterment, social improvements and charitable contributions.

Experience

Preferred: Experience in large scale events

Required: Advanced Computer Skills

Extensive training in the role will be offered to the chosen candidate

Work Location

In Person, Warrens Wisconsin

Benefits:

- 401(k)
- Employee discount
- Health insurance
- Paid time off
- Comp time offered
- Holiday pay
- Life insurance
- Paid training
- Earned Sick leave

Work Location: In person

Where to apply:

You may email your resume to Cranfestcareers@gmail.com