

Company: Oklahoma State Fair, Inc.
Position Title: Feed & Bedding Assistant Manager
Department: Fairgrounds
Reports To: Associate Senior Manager of Feed & Bedding Operation
Supervises: Part-Time & Temporary Warehouse Personnel

Job Responsibilities and Requirements

- Manage and/or coordinate Feed and Bedding operation when the Associate Senior Manager is not on duty.
- Supervise warehouse activities, warehouse personnel and temporary contract labor.
- Schedule part-time and temporary Warehouse Personnel according to business levels.
- Coordinate with Associate Senior Manager to maintain sufficient inventories of feed and bedding retail items.
- Coordinate delivery of products sold throughout livestock and equine areas.
- Maintain and take inventory of all job-related tools and equipment.
- Coordinate with Associate Senior Manager on orders for additional equipment when necessary.
- Operate heavy equipment as needed.
- Maintain clean warehouse.
- Coordinate local feed and bedding pickups and/or deliveries.
- Notify Associate Senior Manager of issues related to part-time and contracted warehouse employees.
- Follow all directives from upper management.
- Assist in other departments as needed.
- Other duties as assigned.

Knowledge, Skills and Abilities

- High School Diploma or equivalent required.
- Some college or continuing education preferred, but not required.
- Professional communication skills, including business writing, telephone and interpersonal; strong conflict management/customer service skills; problem solving and organizational skills.
- Knowledge of general business procedures.
- Proficiency with computers, including, but not limited to, Microsoft Office (Outlook, Word and Excel).
- Prior experience using a Point-of-Sale System preferred, but not required.

General Requirements

- Utilize task prioritization and effective time management skills to meet frequent and competing deadlines in a high-volume, high-stress environment.
- Perform detailed work in a team-oriented, fast-paced, event-driven environment handling multiple tasks with flexibility in a calm, professional manner.
- Effectively communicate with others in a clear, business-like, respectful and personable manner focused on generating a positive, enthusiastic and cooperative environment.
- Maintain high standards of appearance and grooming (i.e., clean, wrinkle free clothing, proper uniform/attire, close attention to personal hygiene).
- Meet the company standard for excellent attendance, job reliability, diligence and dedication.
- Possess a valid driver's license and a clean driving record.
- Speak, read and write in English.

Physical Requirements and Working Conditions

- Extended hours, nights and weekends may be required during peak periods.



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- Frequent or continual movement from place to place with normal physical mobility, covering long distances with ease, managing assigned tasks throughout various indoor and outdoor locations within and around the property and in potentially inclement/severe weather conditions.
- Regularly lift, carry and put away items weighing up to 60 lbs. and occasionally lift and carry heavier items and/or assist others in lifting heavier objects, as job demands.
- Walk and/or stand for extended periods in addition to other prolonged physical exertions including seeing, hearing, reaching, grasping, lifting, pushing, pulling, squatting, crouching, stooping, bending, kneeling, climbing and working in awkward positions and tight areas may be required.

Benefits & Perks

- Medical, Dental and Vision plans available.
- Flexible Spending Accounts.
- Life Insurance, Dependent Life and AD&D.
- Short-Term and Long-Term Disability Insurance.
- Other Supplemental Insurance.
- Paid Time Off.
- 401(k) program available (rules and conditions apply).