



Office Assistant

The Lenawee County Fair & Event Grounds is seeking an experienced Office Assistant. Candidate should be self-motivated, detail orientated and able to work in a fast-paced environment while professionally dealing with the public.

We are seeking a person with basic experience and the ability to:

- File in alphabetical order
- Data Entry
- Proficient in Microsoft Office (Word, Excel & Publisher)
- Answer telephones
- Ability to complete basic office tasks as assigned

Job Type:

- Full-Time
- Part-Time

Job Location:

- Adrian, MI 49221