

CENTRAL PANHANDLE FAIR IN BAY COUNTY INC.

APPLICATION FOR EMPLOYMENT

Position Applied For: **OFFICE ADMINISTRATOR**, Hours: **Monday - Friday 9am – 2pm**

PERSONAL INFORMATION

Full Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Date of Birth: _____

EMPLOYMENT OBJECTIVE

Office Administrator at CENTRAL PANHANDLE FAIR IN BAY COUNTY INC, contributes to organizational, communication, financial, and administrative skills to ensure efficient office operations and support the goals of the organization.

Skills & Expectations:

- Answering office phone
- Coordinate meetings and assist in administrative planning
- Proficient in QuickBooks (invoicing, payments, expenses, basic reports)
- Marketing for new events (social media & different forms of advertising)
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Attention to detail and high level of professionalism
- Organizational and multitasking abilities
- Experience with scheduling, filing, and record management
- Excellent written and verbal communication skills

EDUCATIONAL BACKGROUND

Institution: _____

Qualification/Certificate/Degree: _____

Field of Study: _____ Year Completed: _____

Institution: _____

Qualification/Certificate/Degree: _____

Field of Study: _____ Year Completed: _____

Institution: _____

Qualification/Certificate/Degree: _____

Field of Study: _____ Year Completed: _____

WORK EXPERIENCE (Please list from most recent to oldest)

Company Name: _____

Position Held: _____

Location (City/State): _____

Duration (From – To): _____

Supervisor: _____

Key Responsibilities / Duties: _____

Company Name: _____

Position Held: _____

Location (City/State): _____

Duration (From – To): _____

Supervisor: _____

Key Responsibilities / Duties: _____

Company Name: _____
Position Held: _____
Location (City/State): _____
Duration (From – To): _____
Supervisor: _____
Key Responsibilities / Duties: _____

REFERENCES

Name: _____
Phone Number: _____ Email: _____
Relationship to You: _____
Name: _____
Phone Number: _____ Email: _____
Relationship to You: _____

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge. I understand that any false information may disqualify me from employment.

Signature: _____ Date: _____