



South Shore Exhibition
50 Exhibition Drive
Bridgewater, NS B4V 3R6
Phone: 902-543-3341 Fax: 902-527-1890
manager@thebigex.com www.thebigex.com

Summer Job – Administrative Assistant

Location: South Shore Exhibition Grounds

Term: Summer Position (Seasonal)

Job Summary:

The South Shore Exhibition is seeking a detail-oriented and organized youth to join our team as an Administrative Assistant for the summer. This role is ideal for someone interested in office administration, event coordination, and gaining valuable workplace experience in a fast-paced environment.

What You'll Do:

- Support daily office operations by answering phone calls and responding to emails
- Assist visitors and respond to general inquiries in a professional manner
- Maintain organized filing systems (both digital and physical)
- Help coordinate exhibition events and activities
- Prepare documents, forms, and promotional materials
- Assist with registrations and vendor applications
- Schedule meetings and update records as needed
- Process payments or receipts when required
- Provide general administrative support to the exhibition committee

What We're Looking For:

- Youth aged 15 to 30 years of age
- Strong organizational skills and attention to detail
- Good communication and customer service skills
- Comfortable using computers and basic software (e.g., Microsoft Office, email)
- Ability to manage multiple tasks and stay organized in a busy environment
- Reliable, professional, and eager to learn

What You'll Gain:

- Hands-on experience in office administration and event coordination
- Opportunity to develop communication and organizational skills
- Exposure to event planning and community engagement
- A supportive team environment and valuable resume-building experience

Working Conditions:

- Primarily office-based with some on-site event support
- Flexible hours, including occasional evenings or weekends

Submit resume to: Carolyn Bolivar-Getson, Manager, South Shore Exhibition
50 Exhibition Drive, Bridgewater NS B4V 3R6
Email – manager@thebigex.com