

Job Title	<i>Staff, Warehouse Operations & Event Logistics</i>
Reports To	<i>Supervisor, Event Operations & Warehouse</i>

Job Purpose

The Staff, Warehouse Operations and Event Logistics will assist the Supervisor, Event Operations & Warehouse to oversee all warehouse tasks that includes, Load/Unload shipments, manage stock and inventory, storage, retrieval and timely dispatch of materials and products. Executes the plans for the staging and organization of materials within the warehouse in preparation for productions of events. Helps direct a team of employees during events managed by CEM.

Temporary Part Time

Non- Exempt

Duties and Responsibilities

Inventory Operations

- Assists with facility supply inventory, requests, ordering, packing and supply/product distribution
- Assists with inventory, ordering and distribution of aid station supplies
- Assists with packing and post event inventory of medical supplies (with assistance from the CEM Medical Team)
- Assists with storage, retrieval, and timely delivery of goods; shipment loading and transferring; document recording and data entry into department spreadsheets and internal inventory systems

Fulfillment

- Assist with the coordination of sponsor product packing and event site distribution.
- Assist with facilitating projects with other internal departments that are scheduled to take place in CEM warehouses.

Event Responsibilities

- Responsible for managing the loading/unloading of equipment, product, and supplies for events
- Takes direction from event site captains/managers to build out event site
- Ensure CEM vehicles and trailers are prepared, delivered & placed for operation on the event site
- Assist with the planning and management of operations of the event distribution compound
- Working in high-paced and time sensitive environments; exposed to various outside elements

General Duties

- Assists in planning, organizing and control of overall warehouse operations
- Responsible for maintaining timelines in company provided systems/databases
- Assist in managing aspects of existing relationships with vendors and key staff based on direction from Supervisor, Event Operations & Warehouse
- Support in the management of warehouse crew members by maintaining best practices and safety standards
- Continuously improve, develop, and document internal controls and processes in the warehouse
- Maintain housekeeping and daily cleanliness of warehouse and surrounding area
- Assist with the opening, closing and security of facilities and assets
- Assist in the implementation of CEM's sustainability practices and initiatives in warehouse facilities.
- Other duties as assigned

Qualifications/ Requirements

- Forklift Operation experience (with desire to enhance skills)
- Class D License (Driving small box trucks, pick-up trucks, vans, and other company vehicles. Willingness to get Class "C" certified and drive 26' trucks)
- Trailer Driving experience (Single/double or willingness to learn)
- Communication skills: Able to talk with staff/vendors outside of warehouse duties to complete projects and tasks
- Ability to multi-task, plan, and executive on job tasks
- Attention to detail and good time management skills
- Self-starter yet able to take directives as guided
- Mechanical Knowledge: Able to perform basic diagnostics and maintenance on a variety of equipment
- Punctuality: Able to arrive in a timely fashion, ready to work
- Reliability: Able to work scheduled hours without interruption given event production high volume environment
- Prepared: Able to arrive to work with all necessary tools and protective equipment (Rain gear, protective boots, hand tools, etc.)

Education/Experience

- High School diploma or equivalent; college degree preferred
- Minimum of 1-2 years of experience in a warehousing and/ or event management operations

Working Conditions/Physical Requirements

Moderate walking, standing, and/or climbing, heavy lifting and carrying, stopping, bending, kneeling, and reaching. Work both inside and outside.

- Work is performed primarily in a warehouse environment
- The employee must occasionally lift and/or move up to 70 pounds