



<b>Job Title</b>	<i>Staff, Warehouse Operations &amp; Event Logistics</i>
<b>Reports To</b>	<i>Manager, Logistics &amp; Warehouse Management</i>

### **Job Purpose**

The Staff, Warehouse Operations and Event Logistics will assist the Manager, Logistics & Warehouse Management 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. Supports operations and logistics teams at events.

**Full-Time**

**Non-Exempt**

### **Duties and Responsibilities**

#### **General Responsibilities**

- Support warehouse facility operations and activities, including facility maintenance, security, health and safety compliance
- Product and supply inventory, requests, ordering, packing and distribution
- Storage, retrieval, and timely delivery of goods; shipment loading and transferring; document recording and data entry into inventory systems
- Assist with facilitating projects for other internal CEM departments taking place within CEM warehouse facilities.
- Support routine general maintenance of facilities, equipment, tools, and machinery, as needed
- Responsible for maintaining timelines in company provided systems/databases
- Promote improvements to 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

#### **Event Responsibilities**

- Responsible for managing the loading/unloading of equipment, product, and supplies for events
- Take direction from event site captains/managers to build out event site
- Ensure vehicles and trailers are prepared, delivered & placed for operation on the event site
- Support the management and operations of the event distribution compound
- Other duties as assigned

## Qualifications/ Requirements

- Forklift operation experience (with desire to enhance skills)
- Class D Driver's License required, with experience driving small box trucks, pick-up trucks, and vans
- Class C Driver's License, preferred, or willingness to obtain
- Trailer driving experience, or willingness to learn
- Able to communicate effectively with staff/vendors to complete projects and tasks
- Ability to multi-task, plan, and execute job tasks
- Attention to detail and good time management skills
- Self-starter, yet able to take directives as guided
- Mechanical knowledge, with ability to perform basic diagnostics and maintenance on a variety of equipment
- Punctual, with ability to arrive in a timely fashion, ready to work
- Reliability, and able to work scheduled hours without interruption given event production high volume environment
- Prepared, and able to arrive to work with all necessary tools and protective equipment (rain gear, cold gear, protective boots, etc.)

## Education/Experience

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

## 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
- During events, working in high-paced and time sensitive environment; exposed to various outside elements

## Expected Work Schedule

- 40 hours/week distributed Monday – Friday, with periodic weekend events
- During the weeks preceding an event, anticipated hours are 40+ and will be established in advance based upon event need

Approved by: <i>Signature &amp; Title</i>		
Date approved:		
Employee Acknowledgement:		