

## WAREHOUSE MANAGER

### QUALIFICATIONS:

- High School Diploma
- 4 years warehouse experience
- Demonstrated organizational skills
- Demonstrated management skills
- Working knowledge of Audio, video, and lighting equipment preferable
- Experience with computerized inventory & tracking systems
- Ability to work under stressful circumstances
- Must have excellent problem solving skills
- Forklift Certification

**JOB GOAL:** To efficiently maintain, house, & prepare a growing inventory of sound, video, lighting, end event equipment.

### PERFORMANCE RESPONSIBILITIES:

- Schedules labor for all warehouse work one week in advance on a weekly basis
- Ensures that all event equipment is prepared according to exact job specifications
- Coordinates and supervises the loading of vehicles
- Manages projects as needed
- Schedules regular maintenance of equipment
- Updates inventory records periodically and as needed
- Safe-guard warehouse operations and contents by establishing security procedures & monitoring system.
- Initiates staff development through orientation and regular training

COMPENSATION: DEO

TYPE: Full Time *extended hours as needed*