

WAREHOUSE & PRODUCTION DESIGN COORDINATOR



**COUTURE
PLANNING
& DESIGN**
for every occasion

WORK SCHEDULE: 20 HRS WEEK
STATUS: PART-TIME (12 MONTH TERM)
SALARY RANGE: \$12.00 - \$14.50 PER HOUR
(\$25,000 - \$29,000 ANNUAL SALARY)
START DATE: FEBRUARY 10, 2014

Job Summary:

The Warehouse & Production Design Coordinator reports directly to the Founder & CEO and is responsible for assisting with all aspects of EBE Warehouse and Inventory within the Events by Emma Corporation.

Specific Tasks: Event Planning:

- Oversee the safe receipt, storage, retrieval and timely dispatch of EBE products and goods for events.
- Controls inventory levels by conducting physical counts; reconciling with EBE computer inventory system.
- Overseeing stock control and processing event and supply orders.
- Create and maintain a computerized administration and automated storage and retrieval system for all EBE event products.
- Keeping stock control systems up to date and planning future capacity requirements.
- Plan and arrange the EBE inventory within the warehouse and organize special requirements for each item as needed.
- Work with the Senior Planning team to ensure all supplies and materials are prepared and ready for each event.
- Decor / Design and Staging. - Responsible for the overall look of each EBE Client event. Working directly with Emma and Event Coordinators to select settings and style to visually tell the event story for each client.
- Proactively identify potential event design issues and propose appropriate solutions.
- Preparation, inventory, packing, loading and unloading (including delivery) of all EBE event rentals.
- Ensuring all items are maintained and returned to the EBE Warehouse in proper condition.
- Manage and oversee event / warehouse crew and volunteer activity during regular warehouse shifts.
- Solicit and secure new suppliers for inventory (as required).
- Foster relationships with Preferred Vendors and Suppliers.
- Assist in the creation of all printed materials and signage in the warehouse.
- Provide monthly reports, with more frequent updates as requested or needed.
- Training staff and monitoring their performance and progress in the Warehouse.
- Ensuring the health, safety, cleanliness and security of the Warehouse work environment.
- Overseeing the planned maintenance of various inventory and products with the EBE Crew Chief.
- Other duties as assigned.

Qualifications & Skill Requirements:

- Related experience in Special events, Design, Inventory Control and Supervision.
- Bachelor's degree or equivalent years of job experience.
- Strong management, staging and interior design skills and/or proven creativity in these areas.
- Proactive approach to customer service.
- Proven ability to resolve issues under pressure.
- Superior written and verbal communication skills.
- Professional demeanor.
- Keen attention to detail and ability to prioritize time appropriately.

- Strong organizational skills.
 - Able to work independently and as part of a team.
 - Ability to work and train people with varying levels of skills and knowledge.
 - A high level of computer competency in Windows Vista, MS Office, Database, Internet, etc..
 - Must be able to work non-traditional hours and/or flexible with hours.
 - Must be able to lift 50 pounds (*please note this job is physically demanding)
 - Access to vehicle and/or provide own transportation to and from warehouse and events if required.
 - Commitment to EBE vision, mission and values
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Please apply via-email to: eventsbyemma@hotmail.com
Please submit cover letter with resume and references via email. Thank-you

Application Deadline: Friday, January 17, 2014

*Events by Emma appreciates the interest of all applicants,
however, only those under consideration will be contacted directly.*

NO PHONE CALLS PLEASE