A-M CV	AZING VENTS		
Original Issue Date:	Revision Date:	Revision Level:	Department:
Mar-16	3-Mar-16	A	
Position Title:		Reports To:	
Office Coordinator			Office Manager

BASIC FUNCTION:

Supports company operations by maintaining office and warehouse systems, equipment and inventory. Answer and direct telephone calls and greet all guests in a courteous, positive and friendly manner. Provide administrative support to Office Manager, Project Managers and Coordinators.

DUTIES AND RESPONSIBILITIES:

- 1. Answer and direct telephone calls in a courteous, positive and friendly manner.
- 2. Responsible for all office related operations including:
 - a. Maintains office services by organizing office procedures; designing filing systems and maintaining an organized operation in front and back of house.
 - b. Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
 - c. Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing orders for supplies; verifying receipt of supplies.
 - d. Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
 - e. Maintain and update forms along with restocking when necessary; develop and update procedures for all systems related to the business operations.
 - f. Assist with errands including but not limited to bank deposits, mail, pick-ups, and deliveries and shopping.
- 2. Maintain an organized warehouse operation by overseeing all event logistics including:
 - a. Prepare, clean and load all equipment and materials for all events utilizing the supply list on the event schedule along with purchasing all necessary job supplies.

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- b. Responsible for restocking, cleaning, organizing and shipping back all materials and equipment after an event.
- c. Manage the receipt, inspection and storage of all incoming shipments relating to events.
- d. Ensures all tools and equipment are properly organized and stored.
- e. Manage the fulfillment of all prop rentals through pulling the order and ensuring all items are clean and in working condition. Handle all deliveries and pick-ups along with restocking of rentals upon return.
- f. Ensures operation of all prop and rental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; managing repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- 3. Assist Project Manager/Event Coordinator with event/project related tasks including:
 - a. Responsible for writing, printing and mailing all thank you notes. Event and Project specific notes must be approved by Project Manager.
 - b. Responsible for setting up all new projects as outlined on the pre-event task list.
 - c. Responsible for closing out all jobs as outlined on the post-event task list.
- 4. Assist with event set ups and event staffing on an as needed basis.
- 5. Assist Event Coordinators with tasks as needed.
- 6. Manage basket donations including the inventory, complete pledge forms, basket assembly, arranging for pickups and track all baskets donated
- 7. Perform all other clerical duties as requested including typing, photocopying, filing, etc.
- 8. Back-up fountain rental attendant

SUMMARY OF SKILLS, KNOWLEDGE, AND ABILITIES:

1. Follow detailed procedures and ensure accuracy in documentation and data.

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- 2. Ability to clearly present information through verbal and written communications; talk with customers and suppliers; listen well.
- 3. Able to demonstrate a high level of service delivery; do what is necessary to ensure customer satisfaction; deal with service failures and prioritize customer needs.
- 4. Anticipate and proactively solve problems.
- 5. Ability to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.
- 6. Ability to work under pressure, work well with others, and be willing to do extra tasks as assigned.
- 7. Ability to accurately type a minimum of 50 wpm. Ability to operate a calculator, fax machine, copier.
- 8. Knowledge of computers and experience in Microsoft Word, Excel, PowerPoint, Outlook and Publisher.
- 9. Manage multiple projects concurrently maintaining a command of details, timelines and next steps.

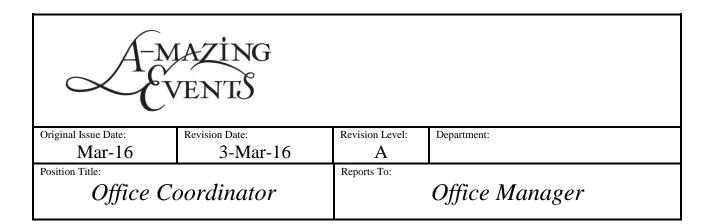
PHYSICAL AND MENTAL REQUIREMENTS:

- 1. To accomplish the essential functions of this position, one must be physically able to operate a computer, calculator, telephone switchboard, and general office equipment.
- 2. The mental requirements of the position demand that an incumbent be able to work with confidential data, meet deadline pressure, and work quickly, accurately, and consistently with mathematical/accounting type data.
- 3. The physical activity of the position includes talking, reaching, fingering, repetitive motions, and hearing.
- 4. The physical requirement of the position can be classified as sedentary work.
- 5. The length of day required for the position is classified as regular.
- 6. The position is not substantially exposed to adverse environmental conditions.
- 7. The visual acuity requirements of the position are typical of those who work deals largely in a clerical or administrative capacity.

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DIMENSIONS:

Number of employees supervised: 0



REVISION	REVISION	REVISION	
LETTER	DATE	DESCRIPTION	
A	3-Mar-16	Initial release	