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E X P E R I E N C E  

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C O M P A N Y

*The Event Experience Company is an event rental company specializing in wedding and event rental and services. Our goal is to provide excellent customer experience through quality rental equipment and services that exceed our customer's expectations.*

**Job Title:** Delivery Support

**Position Reports To:** Delivery Lead

**Position Result Summary:** A Delivery Support team member is responsible for the proper handling, delivery, and installation of our rental inventory to create our customer's vision.

**Work Conditions:** Position requires constant interaction with co-workers and with the public. You must stand for long periods of time. Must be able to perform the essential job functions of this position in a non-climate controlled environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Must have a full range of motion and dexterity including but not limited to the ability to bend, squat, reach above head and walk straight. Must have sufficient clarity of speech and hearing with or without reasonable accommodations. Must have adequate vision with or without corrective lenses. Must be able to lift 50 pounds.

**Qualifications:**

- Must be able to count accurately
- Must be able to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals in English
- Possess a good team attitude and willingly carry out assignments; treat others with professionalism, honesty and respect
- Communicate clearly, ask questions when unsure, notify lead of problems as soon as possible
- Receive prioritized project list from supervisor and stay on task and finish on time

**Responsibilities:**

- Customer Service
  - Treat customer with respect and appreciation
  - Must become familiar with installation of tents, tables, chairs, stages, dance floors, inflatables, and all other inventory
- Inventory Care
  - Responsible for accuracy in counting
  - Responsible for ensuring all necessary items and materials needed for completion of work
  - Handling rental inventory in a careful & proper manner, placing it in proper area
  - Behave with the safety of yourself, your co-workers, and customer in mind
  - Notify Delivery Lead of any potential issues right away
- Facility Maintenance
  - Maintain clean and organized work stations
    - Trucks, Loading Docks, & Warehouse Areas
  - Basic Janitorial Work

*making memories*