Event Setup & Inventory Coordinator

Franklin College is seeking to fill an event setup & inventory coordinator position. The Events Setup & Inventory Coordinator is responsible for setup for campus events. This is an hourly, full time position reporting to the Project Manager & Facilities Office Supervisor.

**ESSENTIAL FUNCTIONS:**

- Moving furniture
- Setting up tables, chairs, stages
- Using a dolly or equipment cart
- Available to work outside of business hours and on weekends
- Wear Personal Protection Equipment (PPE)
- Respond to requests for setups
- Responsible for facilities inventory room, not limited to accounting for on-hand supply items and value of inventory
- Responsible for resupply of items and ordering information
- Understanding and following safety rules and instructions on labels on all materials.
- Other duties as assigned

**OTHER DUTIES:**

- Opening the Facilities office and providing limited office support, such as answering phones, printing work orders, and helping office staff as needed.
- Fill-in at the mailroom, when necessary

**WORKING CONDITIONS:**

- Regularly walking long distances
- Climbing stairs without assistance
- Climb stairs while carrying items
- Ability to reach and lift things overhead
- Possess dexterity
- Ability to grip things 45# minimum
- Climb ladders

**Requirements** include HS diploma or equivalent; 1-2 years’ experience desired. Successful candidate must be able to lift 10-50 lbs. frequently and pushing and pulling machines up to 50 lbs. occasionally. Post offer functional testing required. Must have excellent verbal and interpersonal skills, organizational and multitasking skills.

**Benefits package** includes health, dental, and vision insurance, life and disability insurance, paid time off, retirement plan, EAP, and tuition benefits for employee and their family. Review of applications will begin immediately. Click link to apply for position here – [Franklin College Staff Application](#)

Contact Human Resources with additional questions.
Franklin College
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Franklin, IN 46131
humanresources@franklincollege.edu
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