Event Setup & Inventory Coordinator

Franklin College is accepting applications for the position of Event Setup & Inventory Coordinator. The Campus Event Setup & Inventory Coordinator must complete all setups for any campus event. This position will strive to reflect the Facilities’ mission of Friendliness, Cleanliness, Safety & Service. This position will follow and abide by all safety rules and regulations. The Event Setup & Inventory Coordinator is expected to be competent in safely moving furniture, setting up tables, chairs, stages and must be willing to develop other skills as necessary. The Event Setup & Inventory Coordinator may regularly work outside of normal business hours and also including weekends. This position will be required to respond to numerous requests for setups and will complete other duties as assigned. This position will also be responsible for facilities’ inventory room, not limited to accounting for on-hand supply items and the value of inventory but also resupply items and order information. Duties will also include opening the Facilities office and providing limited office support such as answering phones, printing work orders, and helping office staff as needed. When necessary, this position will fill in at the mailroom. This is a 12-month, full-time non-exempt position reporting to the Project manager & Facilities Office Supervisor.

Essential Duties

- Regularly walking long distances;
- Regularly climbing stairs without assistance while potentially carrying various items;
- Regularly lifting and carrying up to 50 lbs.;
- Pushing and pulling machines weighing 50 lbs.;
- Ability to reach and lift things overhead;
- Possess dexterity;
- Possess the ability to grip things 45# minimum;
- Working in heat and cold regularly;
- Other duties as assigned.

Responsibilities

This position will strive to reflect the Facilities mission of Friendliness, Cleanliness, Safety & Service. This position will have regular performance assessments. The Campus Event Setup & Inventory Coordinator will follow and abide by safety rules and regulations. This position must be proficient in using a dolly or equipment cart. This position is required to wear Personal Protective Equipment (PPE) when necessary and it is required and work independently and also work within a small team environment. This position must also respond to a variety of service requests. This position may possibly exercise supervision over student workers from time to time.

Qualifications

- Minimum of a high school diploma or GED from an accredited school or organization;
- 1-2 years setup experience preferred, but not mandatory;
- Excellent verbal and interpersonal skills;
- Ability to adapt to quickly changing environments;
- Excellent organizational and multitasking skills.
APPLICATION PROCESS

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 and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume, and contact information for three professional references via the application link Franklin College Staff Application.

Contact Human Resources with additional questions.

Franklin College
101 Branigin Blvd.
Franklin, IN 46131
humanresources@FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.