

Warehouse Installation

The Position

ProExhibits is looking for a team player who wants to learn about the exhibition and event business to join our Silicon Valley production team. ProExhibits offers a fast paced fun work environment with an incredibly diverse range of products and clients. We are an energetic and creative bunch and have high expectations for all of our employees. Check out all of our amazing projects on our website!

You must be able to work in a fast paced environment. Work includes physical loading, unloading, sorting of various packages by hand, lifting, reading blue prints to set up and dismantle the exhibits. You must be physically able to work in an active environment.

Responsibilities:

- Accurately and efficiently pull, prepare, deploy and receive client properties for events and trade shows
- Attend appropriate team meetings
- Communicate with Management the scope of work necessary to complete projects in order to effectively manage work schedule(s)
- Effectively communicate and coordinate the flow of work with team members in other departments
- Work with Exhibit Team to receive, inspect and return all properties to storage within a 2 week timeline
- Maintain cleanliness and organization of warehouse and abide by best practices for warehouse safety
- Update and manage inventory and storage of properties efficiently and accurately
- Other duties as required

Qualifications:

- The ability to operate multiple types of forklifts and warehouse equipment
- The ability to stay on task and oversee multiple jobs at once in an organized and efficient manner
- Moderate walking, standing, and/or climbing; heavy lifting and carrying, stopping, bending, kneeling and reaching
- Basic computer operation and navigation (including Word and Excel) as well as the ability to use a camera to upload photos
- Work safely, accurately and quickly using material and resources effectively
- Demonstrate a commitment to the successful completion of all projects to a high standard
- Ability to function as a team player and be a problem solver

Preferred Skills:

- Strong attention to detail, a positive attitude, and a team player
- Ability to operate within a fast-paced environment
- Excellent written, verbal and interpersonal communication skills

Benefits:

- Onsite Gym
- Medical, vision, dental
- PTO
- 401K

Please submit your resume to Recruiter@ProExhibits.com to be considered for this role. HOURS: 6:30-3 or 7-3:30

