

All Events Rental



Inventory Preparation, Maintenance, and Distribution Coordinator

All Events Rental is a fast-growing, family-owned special event rental company serving most of Northeast Ohio. Our services are present at some of the most important moments in a person's life, and as such the quality, professionalism, and accuracy of our team members are of the utmost importance.

Position Summary:

With minimal supervision, this position is responsible for preparing and maintaining inventory, coordinating the flow of inventory to and from various events, as well as maintaining a safe and orderly warehouse environment. This person will be expected to monitor upcoming events to ensure adequate inventory quantity and condition, and communicate potential issues to management; in addition, communication with various delivery personnel, employees, and customers, as well as assisting in the loading and unloading of various vehicles, will be required.

Essential Duties and Responsibilities:

- Preparation - use printed and digital reports to count, label, and pull orders for upcoming events on a deadline.
- Record Keeping - ensure that accurate records are created for outbound inventory and verified against inbound inventory.
- Maintenance - clean and repair orders post-event, cross-checking with the outbound records to ensure correct quantities have been received and communicating any discrepancy or shortfalls with management.
- Distribution - coordinate with various other departments to ensure the efficient distribution of inventory to upcoming events, and the return of inventory post-event; assist in the loading and unloading of vehicles as necessary.
- Monitoring - track future events for potential inventory shortfalls or conflicts, and communicate possible issues to management.
- Trace Events and Problem Resolution - assist various other departments with tracking down issues concerning inventory shortfalls, shipment issues, or order discrepancies, and the communication and correction thereof.
- Warehouse Control - ensure proper storage, packaging, and location of inventory, as well as maintaining a clean and safe work environment.
- Notify management of any equipment, material, or quality issues.
- Complete special projects, duties, and assignments as required.

Supervisory Responsibilities:

- Occasionally directing and supervising as many as three untrained assistants.

Qualifications:

- To perform this position successfully, an individual must be able to perform each essential duty and responsibility accurately and satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

- High School Diploma or GED equivalent required.
- Military Experience or Associates Degree preferred.

Proficiencies:

- Communicating, both verbal and written, through all levels of the organization.
- Competent at performing basic math quickly and accurately.
- Knowledge of basic computer applications, including spreadsheets and text editors.
- Learn quickly and adapt well to change, and be willing to accept new projects and assignments.
- Analyze data and information quickly, and make effective and timely decisions.
- Good problem solving, multitasking, and prioritization skills.
- Seek innovative and creative approaches to resolving challenges.
- Work effectively both independently and within a team environment.
- Detail oriented, organized, reliable, and resourceful.
- Possessing good judgement.
- Demonstrate trust, candor, and ownership.
- Able to lift 50 pounds.