



## **WAREHOUSE LABOUR / STAGING SPECIALIST JOB SCOPE**

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### **POSITION**

Scene Ideas Inc. is looking to enhance our roster of on-call Warehouse Labour / Staging Specialists. We are looking for high energy, positive and enthusiastic individuals who can thrive in a fast-paced live events-based business. Our ideal candidates are team players with flexible schedules that enjoy completing a variety of different tasks each day. This position will include working in several environments including onsite in our shop and warehouse and offsite at event job sites. This role is suited for someone who can multi-task, think outside the box and take initiative to step up and get the job done. This is an on-call position and will include work on evenings and weekends.

### **GENERAL DUTIES**

- Assisting with general duties as needed in shop and warehouse
- Assisting crews at event job sites as needed
- Loading and unloading trucks with supplies and equipment as needed
- Safely securing loads and protecting fragile items for shipping
- Completing full and accurate documentation of all work performed
- Following and maintaining safety standards and procedural guidelines
- Contributing to a positive, professional and team oriented atmosphere
- Other duties as assigned

### **SKILLS & EXPERIENCE**

- High school diploma or equivalent
- Must possess and maintain a valid driver's license with clean driving record
- Must be certified to drive a forklift
- Excellent organizational and time management skills
- Capacity to establish priorities and work under pressure
- Flexibility and adaptability to changing workloads
- Excellent customer service skills
- Ability to liaise well with others and work within a team
- Problem solving and attention to detail
- Ability to think critically and make sound decisions
- Ability to work and think independently without direct supervision
- Willingness to work additional time where necessary to complete tasks and meet deadlines

### **OTHER**

- International applicants without valid work permits and who are not currently residing in Canada will not be considered

### **WAGE**

- This position begins at \$18.00 / hour based on experience and skillset