



## **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 that is punctual with a positive attitude.

### **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
- Forklift ticket is an asset
- 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

### **EXPECTATIONS**

- To always conduct oneself in a courteous and professional manner
- To contribute in positive ways that foster a collaborative, team orientated work environment
- To always respond to all communications, verbal or written, in a timely manner
- To approach workflow in a proactive fashion, following up with relevant parties as needed
- To be forward thinking, always considering the bigger picture and how to best achieve it
- To make recommendations and suggestions to improve workflow and efficiencies
- To finish tasks to completion
- To provide updates and status reports regularly especially when tasks have been completed
- To clarify any tasks, items or requests that are unclear or require more explanation
- To ask for help when needed



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- To express and share goals for professional development
- To support teammates
- To understand and adhere to the company's code of conduct

### **OTHER**

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

### **WAGE**

- \$18.00 / hour + Experience dependant
- This is an on-call position and will include work on evenings and weekends