



Position Announcement:
Greenville, South Carolina



POSITION: Part-Time Information Desk Clerk
DEPARTMENT: Event Services
REPORTS TO: Sr. Event Manager
FLSA STATUS: Hourly/Non-Exempt

SUMMARY

This position is responsible for providing guest informational services and general security of the conference center and exhibit halls.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Open facility in the morning, turning on lights and unlocking doors.
- Answer guests and visitor's questions.
- Oversee changing of signage on outdoor marquee.
- Activate and deactivate security alarms as necessary.
- Report and investigate incidents related to building security as needed.
- Receive incoming mail and packages and deliver to appropriate departments.
- Secure facility at end of shift to include locking doors, turning off lights, and securing gates.
- Be point of contact for emergency calls for security issues – fire, police, ADT.
- Follow all safety rules and regulations.
- Report any unsafe conditions or safety hazards to supervisor immediately.
- Perform other duties as assigned by the Assistant General Manager.

QUALIFICATIONS

- Knowledge of facility security and fire alarm systems.
- Knowledge of escalator and elevator systems.
- Excellent customer service skills.
- Ability to respond effectively and efficiently to facility emergencies.
- Excellent communication and interpersonal skills.
- Ability to operate two-way radio and telephone.

EDUCATION AND WORK EXPERIENCE

- High school diploma or equivalent
- Minimum of one (1) year of experience in general security field

PHYSICAL DEMANDS

- Occasional sitting, focusing on and operating a personal computer several times a day.

- Ability to read printed words and numbers in printed form and on computer/terminal monitor.
- Communicate by telephone for up to 30 minutes at a time on a daily basis.
- Hearing sufficient to clearly hear voices, alarms, bells and horns.
- Daily lifting up to 25 lbs. Up to 5 minutes at a time. Daily carrying up to 25 lbs. up to 5 minutes at a time.
- Ability to distinguish color.
- Daily standing for up to 60 minutes at a time directing facility guests.
- See and distinguish objects or symbols as 20 feet or more and 20 inches or less. Depth perception, peripheral vision and bringing objects into focus.
- Write using pen/pencil or personal computer keyboard for up to 30 minutes at a time on a daily basis.
- Climbing ladders and staircases multiple times per day as needed to secure facility.
- Constant standing, walking, stooping.
- Operating manual and mechanical roll-up doors.

WORKING ENVIRONMENT/CONDITIONS

- This position is not substantially exposed to adverse conditions.
- Some outdoor exposure for changing signage.
- Requires frequent standing and walking throughout the facility

HOURS OF WORK AND TRAVEL REQUIREMENTS

- Hours vary based on need and event schedule
- Irregular hours including evenings and weekends during the shows.

TO APPLY:

If you meet the minimum qualifications listed above and are interested in this position, please apply in one of the following ways:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000389586406&fromPublish=true#/>

Recruiter:

LaTomya Doctor
 SMG – Greenville Convention Center
 One Exposition Drive
 Greenville, South Carolina 29607

Applicants that need reasonable accommodations to complete the application process may contact 864-255-5864

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.