



Position Announcement:
Greenville, South Carolina



POSITION: Part-time Set-up Laborer
DEPARTMENT: Operations
REPORTS TO: Operations Manager, Set-up
FLSA STATUS: Hourly/Non-exempt

SUMMARY

This is a hands-on position responsible for assisting with the setting of rooms for events in the Conference Center and Exhibit halls in accordance with established guidelines and procedures and as directed by the Operations Manager and the Operations Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with implementing set-up of conference center and exhibit halls according to floor plans.
- Lead and oversee the temporary employees through the set-up process.
- Maintain inventory of supplies and equipment such as tables, chairs skirting, pads, pencils, etc. related to set-up of events.
- Maintain neatness and sanitation in all areas at all times.
- Empty trash receptacles in assigned areas;
- Monitor all supplies and notify supervisor of needed times;
- Responsible for proper storage of supplies and equipment.
- Follow all safety rules and regulations.
- Report any unsafe conditions or safety hazards to supervisor immediately.
- Perform other duties as assigned by the Set-up Supervisor and/or Operations Manager.

QUALIFICATIONS

- Good communication skills;
- Must be able to follow instructions;
- Teamwork oriented – cooperative attitude is a must;
- Ability to work in a fast-paced environment and meet tight deadlines;
- Must be able easily adjust to changing priorities;
- Ability to become Certified to drive a forklift;
- Ability to safely operate lifts and other equipment in a safe manner;
- Must be able to work evenings and weekends on a regular basis;
- Knowledge of various floor-cleaning equipment helpful.

EDUCATION AND WORK EXPERIENCE

- High school diploma or equivalent.
- One year of related work experience.

PHYSICAL DEMANDS

- Daily lifting up to 50 lbs. Daily carrying up to 40 lbs. for up to 5 mins.
- Performing work through repetitive eye/hand coordination.
- Constant standing, walking, bending, stooping. Constant reaching, moving furniture and equipment.

WORKING ENVIRONMENT/CONDITIONS

This position is not substantially exposed to adverse working conditions.

HOURS OF WORK AND TRAVEL REQUIREMENTS

- Less than 30 hours per week.
- Hours vary on a weekly basis according to the event schedule.
- Irregular schedule including evenings, weekends, and/or holidays as determined by event schedule.

TO APPLY:

If you meet the minimum qualifications listed above and are interested in this position, please apply in person at:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000388201306&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.