

SERVICE TECHNICIAN

JOB ID# 3310800

LOCATION:

Lombard, IL

JOB CATEGORY:

Service Technician

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Entry Level, Facilities, General Labor, Installation-Maintenance-Repair, Other, Warehouse

JOB REQUIREMENTS:

- Work effectively to meet or exceed productivity goals while maintaining high quality standards.
- Operate manual material handling equipment, such as hand jacks and wheeled carts safely.
- Maintain the work area clean, safe, and organized.
- Lift and carry merchandise as needed.
- Assist in waste disposal and recycling activities.
- Inspect merchandise upon delivery to identify any damages.
- Load and unload merchandise to and from trailers.
- Perform routine facility inspection including electrical and mechanical maintenances.
- Manage housekeeping activities when requested.
- Collect and dispose garbage and operate trash compactor.
- Must follow process and procedures consistently, without disruption.
- Class "C" license to drive box truck long distances and local deliveries a bonus.
- Attend choke point meetings with project managers in order to download information/nuances to I&D teams about specific booths.

SKILLS/QUALIFICATIONS

- Ability to efficiently coordinate workings with internal staff and external clients/vendors.
- Physical labor such as lifting up to 50 lbs. and be on feet for long periods of time.

STAGING REQUIREMENTS

- Technicians are required to learn how to set-up and tear down exhibits and how to read CADS used to build trade show booths.
- Required to gain a good understanding of how Skyline (and competitor) parts and pieces work and go together in order to assemble booths.
- Build each exhibit in a stanchioned off area according to specification the project manager provided in the job jacket.
- A/V must be tested and confirmed that proper cabling and equipment will be provided.
- All fabric components (graphics, table throws, etc.) must be steamed prior to sign off.
- Technicians must communicate with project managers for booth sign off.

- Staging photos MUST be taken during every phase of staging and approved by project manager before exhibits are shipped and packed for each show.

FACILITY MAINTENANCE

- Each technician will be responsible for keeping the warehouse clean and orderly. We have high standards for organization and appearance of our facility that must be met.
- Technicians will be given daily cleaning and maintenance duties that they will be responsible for, such as vacuuming, shoveling snow, trash disposal, setting up for company meetings, etc.

COMPANY DESCRIPTION

Preparing for an event is never a one-person job. You need partners. Partners who can help you make a great first impression, which can help you demonstrate your professionalism and attention to detail. At TradeTec we are your partner at every stage of event management – from design to shipping and service logistics. We are there to help you select a great space, A/V equipment, lighting, and even event talent and personnel.

TradeTec provides clients a Big Brand Experience utilizing exhibit and event architecture and design, as well as graphic production, storage, online event management, and marketing. With a diverse range of clients, TradeTec supports corporate and special events, trade shows, and human resources events that engage and delight audiences from key prospects to business boards

ADDITIONAL INFORMATION

Type: Full-time (*40-hour work week*)

- Work day is Monday-Friday 8:15 a.m. to 5:00 p.m.
- Overtime is available during busy season.
- Lunch is 45 minutes, unpaid, must punch out.

Experience: 2+ years in shipping and warehouse management.

Industries: Events Services

Compensation: \$12.00 p/hour first 90 days | \$14.50 p/hour after 90 days

Travel: Potential to travel with exhibits – 20 percent of time.

Submit resume and/or portfolio by mail, email or fax to:

Cory Preis

Director of Operations

1136 N. Garfield Street

Lombard, IL 60148

p 630.376.1546

f 630.376.1547

ccp@ttskyline.com

Presented to you by,

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