



Warehouse Assistant

We're looking for someone who understands that their job is an important component of their happiness. Yes, we said it folks...your happiness, it should be as important to you as it is to us. We're looking for a Warehouse Assistant who's a self-starter and has a positive attitude. This position will play a vital role in assisting in the continued growth and development of the company. We are located in Lititz, PA on the "Rock Lititz" live event complex.

Essential Duties and Responsibilities include:

- Maintain proper procedures in the coordination of equipment inbound and outbound of the warehouse
- Maintain equipment as part of Quality Control, show preparation and production
- Perform accurate return procedures of equipment, and immediately notify Warehouse Manager of missing and broken items
- Ensure that all equipment is returned to the proper place after it has been through Quality Control
- Complete truck inspections, mileage tracking and paperwork as required
- Loading and unloading of all trucks
- Warehouse and office maintenance tasks as requested
- Pick up and return rented equipment and trucks as necessary
- Keep warehouse in neat and orderly fashion
- Assist Warehouse Manager with any additional duties
- Hourly Position: 35 – 40 hrs per week
- Weekend and evening hours may be required from time to time for loading and unloading of trucks

Qualifications:

- High School Diploma
- Must be a self-motivated, highly organized and detail-oriented individual

Our sustained growth and success is dependent upon the commitment and dedication of our team. We consider our employees to be our most valued asset. We offer competitive compensation, medical benefits and a 401K plan, but doesn't everybody? Here, at Upstage Video, you will be surrounded by people who work hard to deliver the best of the best to our clients, but not at your expense. Fun, happiness, balance... Are you starting to get the picture? If that's too foofoo for you, then lets just end it right here. We invite you to find out more information about our company at www.upstagevideo.com. Please explain why you think you would be a good fit to this team, along with your compensation requirements and resume to resumes@upstagevideo.com.