



Job Title: Logistics Manager

Status: Full Time

Working Days: : Office hours: Monday-Friday 8-5, Saturday and Sunday as needed-up to 50 hours per week

Travel Required: Yes (approx. 10%)

Hours Per Day: Approx. 8-9

To apply: www.teatlanta.com/jobs or send resume to apply@teatlanta.com with this posting referenced.

JOB PURPOSE: We are looking for a smart, highly focused, detail oriented individual to help set our events team up for success. As a team, our #1 goal is to make each and every one of our customers look great.

This is a position requiring minimal travel and top shelf communication skills. Primarily designed as an office and warehouse role it could involve some on-site work as needed. Mandatory characteristics required are; attention to detail, organized, clean, precise, teachable, team spirit, diligent, task oriented, service oriented and positivity. Above all else, you must be a "go-giver", willing to serve your team and customers at a high level.

TOP THREE ROLES:

1. Create and manager logistics plan
2. Create Job folder
3. Procure cross rental and trucking

JOB DUTIES:

- Oversee scheduling of all warehouse labor
- Schedule and manage drivers
- Create and maintain logistics schedule
- Oversee scheduling of all cross rented equipment
- Coordinate trucking (Penske type trucks)
- Manage master schedule for warehouse, office hours, customer

- pickups and returns
- Finalize pull sheets for job prep
- Create job folders for lead project manager and project leads
- Assist customer pick up and return
- Assist in receiving and sending packages, and freight
- Assist in ordering new equipment and tracking shipments
- Manage and track maintenance on TE trucks/trailers and building
- Find and manage logistics systems to streamline workload

SKILLS/QUALIFICATIONS:

One year of Industry experience, must love details and have a get it done attitude. Skills that will bring added value (not required) to this position are live event site experience, accounting experience, labor booking.

EXPERIENCE:

1 year of industry experience is required

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Internet software; Email; PC and Apple Operating Systems; Vectorworks (added value), Spreadsheet software and Word Processing software.

PHSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

TEAM REQUIREMENTS:

The top three team wide requirements for this job are:

1. **Communication** – Be efficient, informative, and inspirational in communication, helping to foster the best positive environment and experience for team members and clients.
2. **Organization** – Organization of meetings, calendar, emails, documents, systems, files, projects, and random last minute requests.
3. **Anticipate and Expedite** – Take initiative to efficiently handle all tasks that arise with little direction.

TE is a live event production company in Marietta that specializes in providing the highest level of customer service to our growing customer base. We provide technical solutions such as audio, video, lighting, staging, set design and production management for live events. We have a large church as well as corporate clientele. You must possess characteristics such as: Detail oriented, organized, clean, precise, teachable, outgoing, team spirit, diligent, task oriented, service oriented and a positive attitude.

Company Values:

- Do the right thing
- Always give 100%
- Show people you care
- Be better every day

Item	Compensation
Logistics Manager Salary Benefits (Health)	Salary Dependent on Experience Health insurance stipend for the employee

ADDITIONAL INFORMATION

401K:

We offer an up to a 4% match on any 401K contribution via Vanguard.

Personal time off (Vacation):

Vacation/PTO will be accrued monthly
Year 1- 6 days of vacation
Year 2- 12 days of vacation
Year 3- 12 days of vacation

Year 4+ - 12 days of vacation plus the week between Christmas and New years is off

90-Day Trial Period:

A 90-day evaluation period will be in effect from the date of hire for both company and employee evaluation. During this time, the company will provide all necessary support and training to help the employee reach mutually agreed upon performance metrics. Continuation of employment may or may not be determined based on achieved metrics. This will also serve as the waiting period for health insurance benefits.

For Human Resources Only

Date Completed / updated: 3.9.23