



Position: Vault Assistant Manager

ReportsTo: Vault Manager

Pay/Hours: \$17/hr, 30-40 hrs per week seasonally

Status: This position is hourly, part-time, non-exempt. Paid monthly. Roughly 30-40 hours per week.

Position Summary:

The Assistant Manager works to manage the operational side of The Vault. This individual works in the office to manage packing of events, ordering, inventory upkeep, deliveries and pickups, and warehouse organization. This individual has strong organizational skills as well as a creative brain to help upkeep inventory and complete event based projects. This individual works well with others and is able to manage a small team in the office to assist with packing events and projects. This person also acts as an Event Delivery Lead on the event site as needed. This person is also an advocate for our sister companies Northland Special Events and Superior Blooms and works in office and on site to assist those companies as needed.

Responsibilities:

- Attends weekly meeting with Vault Manager to discuss upcoming clients & events
- Schedules warehouse staff
- Manages and assists with unpacking process
- Reconciles contracts to ensure all inventory has returned in good condition
- Manages signage process (printing, pulling, prepping)
- Checks in packages upon arrival & fills out new inventory slip if necessary
- Responsible for inventory upkeep & notifies The Vault Manager of any items are not fit to send on an event site
- Prints pull tickets, contracts, client item lists, and floorplans
- Procure supplies & items necessary to complete event based projects
- Reviews & notifies The Vault Manager if any new inventory must be procured for upcoming events.
- Manages and is on site for willcall order pickups and drop offs
- Manages and is on site for client item drop offs and pick ups
- Forecasts inventory needs
- Attends and actively participates in weekly Event Lead meetings to communicate operations needs/changes with Event Leads

- Special Projects as assigned
- Other Duties as assigned

Experience and Education Required: Previous work experience with The Vault, Northland Special Events, or other professional decor company preferred but not required.

Position Requirements:

The Assistant Manager must be an individual with a focus on organization and a keen eye for detail. This person must also possess management skills in order to manage the warehouse staff. Specific requirements include:

- A desire to execute an outstanding event
- Keen eye for organization & detail
- Creative & crafty eye that's able to plan & execute projects as needed
- Ability to communicate calmly and professionally with clients & coworkers
- Maintaining a professional attitude at all times while representing The Vault
- Dressing professionally for all official Vault events
- A willingness to embrace change and adapt to situations on the fly
- Ability to communicate with On Site Event Leads about contracts & client expectations
- Willingness to learn inventory platform
- Ability to think creatively to ensure client satisfaction
- Access to transportation that will get you to and from work
- Must be able to work some evenings and/or weekends
- Ability to send/receive phone calls and emails concerning scheduling & communication needs
- Basic math skills
- Written and verbal communication skills
- Great attention to detail
- Punctual
- Ability to execute duties in an efficient manner
- Problem solving skills
- Great organizational skills and ability to multitask and manage multiple projects
- Calendar and appointment management