



Warehouse Service Technician

At STAR, we specialize in the custom design and manufacturing of physical experiences. Our clients' needs range from exhibits, retail and corporate environments, and branded events. Wherever a brand lives, STAR is there to make it shine.

At this time, STAR has an open position for a Warehouse Service Technician (*full-time, non-exempt*). This position plays a critical role in managing our clients' properties.

The responsibilities of this position include, but are not limited to:

- Lead the preparation of exhibit, event, or retail properties, graphics, and product for shipment according to blue prints, manifests, work orders and special instructions
- Maintain accurate property, graphic, and product inventory using our proprietary program management software
- Ensure that all properties and supplies are secured and shipped according to blue prints, manifests and pick lists to support a flawless set-up
- Lead or assist in accurate and timely check-in of client properties, graphics, and products
- Assist with set-up and dismantle of properties as needed
- Load / unload trucks of properties, graphics and product
- Occasional travel to trade shows, events and client locations is required

The ideal candidate for this job will possess a collaborative spirit, a commitment to exceeding client expectations, fanatical attention to detail, and an exceptional ability to manage assigned tasks and timelines.

Qualifications:

- 2-4 years of warehouse experience, preferably in trade show and/or retail fixtures
- Ability to interpret and follow technical drawing instructions
- Shipping/receiving experience
- Ability and experience operating a forklift
- Ability to lift up to 75lbs
- Proficient at using a computer and sending email
- Good follow-up skills
- Strong written communication skills
- Self-motivated
- Possess a positive, can-do attitude

STAR offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates committed to making a strong impact in a thriving organization are encouraged to submit a resume and salary history via email to hr@engagestar.com or by mail to STAR, Attn: Human Resources, 6688 93rd Avenue North, Minneapolis, MN 55445. STAR is an equal opportunity employer