



Reservations Coordinator

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 Reservations Coordinator (*full-time, non-exempt*). This role is critical in managing client reservation projects from the initial reservation request to ensuring accurate and on-time delivery.

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

- Coordinate and execute tasks for client reservation projects
- Manage all internal communications relative to projects utilizing our proprietary program management software - from receiving the initial reservation request to checking in product and creating the final invoice
- Pull requested inventory/product from warehouse storage, pack and ship for on-time delivery
- Check-in product upon return – check for damaged/missing items and return to assigned warehouse storage location
- Create final client invoice
- Communicate with clients and internal teams in a professional, solutions-based and customer service focused manner

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:

- 3+ years of customer service and/or project management experience
- Ability to own client project from beginning to end
- Excellent communication skills
- Strong computer skills and the ability to learn new software
- Ability to lift up to 50 lbs.
- Previous warehouse and forklift experience preferred

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.