

Director of First Impressions

Star is a company with a unique, world class culture. We believe that nurturing the growth and creativity of our employees leads to empowered teams that help our clients engage, connect, and convert their audiences every day. Star specializes in the design, manufacturing and implementation of trade show, retail, corporate interior and live event marketing solutions for an array of Fortune 1000 clients.

Description

As a Part-Time Director of First Impressions at Star, you will be responsible to warmly welcome Clients, Visitors, Suppliers and Employees. Duties include, but are not limited to:

- Ensure Outstanding First Impressions by Warmly Welcoming Everyone to Star
- Answer all incoming phone calls in a professional, courteous and timely manner
- Assist guest with the sign-in process and making them feel welcomed
- Manage front lobby including coffee, water, plants and flowers
- Receive, sort and distribute the mail
- Arrange for the purchase and delivery of office supplies
- Manage and schedule all conference rooms and insure they are properly stocked with supplies
- Enter new jobs and manage time card entries in software systems
- Other duties as required to meet business needs

You're proud to represent Star, and you exemplify that in all your interactions with prospects and clients.

Required Qualifications

- Must have proven ability to collaborate within teams and cross-functionally
- Software proficiency (MS Office – Outlook, , Internet)
- Service and people orientated
- Organized
- Attention to detail
- 2+ years professional work experience

Preferred Qualifications

- Knowledge of the trade show, retail, corporate interior, and/or event industries
- Knowledge of NAV software
- Knowledge of ADP and Concur software

Star offers a competitive salary in an engaging and collaborative work environment. Qualified candidates are encouraged to submit a resume and salary history to: Human Resources, Star Exhibits and Environments, Inc., 6688 93rd Avenue North, Minneapolis, MN 55445 or via email at hr@engagestar.com. EOE