



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #5242 Log Sheet

Job Posting Date: 7/18/2024

Employer Information: Latitude 41 Creative
Contact: Cheryl Jeewek
7800 Hub Parkway
Valley View, OH 44125
Phone: 216-264-4224 **Ext:**
E-mail: inquiry@latitude41creative.com

Main Business: Exhibits and Trade Shows

Job Title: Warehouse Associate

Full/Part-time: Part-Time, Full-Time

Job Hours: TBD if full-time or part-time acceptance

Job Duties: Joining our team as a Warehouse Associate offers the opportunity to work in a dynamic environment where your contributions are valued. We have an excellent team, and need to expand. We have an opening for a full-time or part-time, in-person, Warehouse Associate. We offer a competitive package and a pleasant work environment in a park-like setting. We are a smoke-free, drug-free workplace.

Warehouse Associate Job Description:

- Support all client service and carry out tasks related to trade show jobs and special projects.
- Interact with fellow employees, customers, vendors, and guests about business-related activities.
- Prepare FedEx and UPS shipments, with most being round trip shipments, so must prepare/provide client return documents enclosed inside their shipment.
- Track all FedEx and UPS shipments until arrival at destination, and notify the contact by email.
- Check out outgoing exhibits for upcoming trade shows. Includes, but not limited to setting up exhibit in the warehouse to review cleanliness, hardware needs, and operational effectiveness of any moving parts for the exhibit. Ensure accuracy of current graphic needs.
- Check in returned exhibits and return to client inventory, labeling accordingly. Inspect all returned freight for loss or damage prior to returning to inventory. When

necessary, coordinate claims related to damage or loss.

- Properly and securely package exhibit materials for shipment, in the most effective manner possible to prevent loss or damage in transit. Affix shipping labels on packed cartons or stencil to identify shipping information prior to shipping. When applicable additional show labels are required for trade show shipments.
- Use hand truck or carts, as required, to move packages/pallets around the warehouse.
- Assemble wooden/cardboard/other containers for shipment of exhibits as needed.
- Clean, maintain, and organize warehouse regularly.
- Comply with federal, state, and local warehousing, material handling, safety and shipping requirements.
- Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols to ensure security of client and company assets.
- Determine required shipping, or related warehouse supplies, and coordinate orders with staff accordingly.
- Support company financial objectives by supporting cost efficiency measures related to the warehouse and office.

- Working knowledge of Microsoft Outlook (Email), Microsoft Word, Microsoft Excel, Windows 11, Norton Antivirus, Mozilla Firefox, Google Chrome, Microsoft Edge, and Adobe Acrobat.
- Respectfully, monitor and maintain any provided electronic equipment to avoid computer viruses, and equipment loss or damage.
- Training provided for use of our client inventory system Exhibit Force.

QUALIFICATIONS:

- Must be at least 17 years of age
- High school diploma or equivalent
- Previous warehouse experience a plus
- Valid Ohio driver's license
- Good reading, writing, and math skills
- Good computer skills
- Ability to lift 50 lbs
- Experience with FedEx.com and UPS.com shipment creation a plus
- Must have good attention to details
- Must have strong work ethic
- Must have problem-solving skills
- Must be a team player
- Must pass a background check
- Must pass a drug test

Compensation: TBD if full-time or part-time acceptance

Special Notes / Additional Information:

We are a smoke-free, drug-free workplace

Minimum Age Requirement?

17

How to Contact: Email resume, Mail Resume

Seeking:

High School Student, CVCC Alumni,
Adult /Job Seeker

Program Area:

General

E-mailed Job Posting on: _____

Notes: