



JOB OPENING: ASSISTANT WAREHOUSE MANAGER

Race Day Events, headquartered in Fitchburg, WI has an immediate employment opportunity available for a professional full-time Assistant Warehouse Manager. Candidates should be highly organized with the ability to manage the loading, unloading and preparation of equipment and vehicles to support numerous events weekly. Strong and proven communication skills are necessary as the Assistant Warehouse Manager works with multiple Project Managers and departments. Candidates must be comfortable working independently and as a member of a team. Equipment management systems knowledge is preferable.

Applicants should be comfortable and thrive in a fast-paced and variable environment. This position will require occasional weekend work depending upon the event schedule. Familiarity with the event industry (e.g. Madison Marathon, Ironman Madison 70.3 triathlon, Taste of Madison) is a plus.

Responsibilities Include:

- Maintaining a clean, orderly and safe warehouse
- Tracking and maintaining inventory of equipment and supplies
- Maintaining equipment to rental ready status including repairing and/or replacing as necessary
- Loading equipment safely, securely and efficiently for use at events
- Supervising part-time warehouse employees
- Attending weekly staff meetings
- Training and educating part-time employees on safe and efficient use of equipment and vehicles

Qualifications:

- MUST HAVE VALID DRIVER'S LICENSE AND CLEAN DRIVING RECORD
- Must be a self-starter and possess the ability to work both independently and as a teammate with other departments
- Excellent communication skills, written and verbal
- Must be highly organized and able to perform under pressure
- The ability to quickly troubleshoot problems
- Willing and able to drive a forklift
- Willing and able to drive a box truck and vehicles with trailers
- Willing and able to perform tasks which include pushing, pulling, grasping and lifting up to 50 pounds

Race Day Events is a leading event production company which specializes in running and multisport events. Race Day provides equipment and services to many events within Wisconsin and the Midwest and is a fast-growing company currently expanding nationally. Race Day is an equal-opportunity employer. Permanent, full-time team members are eligible for group health insurance, paid time off, paid company holidays, and a Simple IRA plan participation.

Please e-mail cover letter and resume to Race Day Events: work@racedayeventsllc.com

All applications must be received by September 8, 2019.