

CONSIDER IT DONE *Special Events*

Inventory & Warehouse Associate

About Us

Consider It Done Special Events, LLC is a full service event decor, management, and production company. The company is currently located in N. Chelmsford, MA but will be moving to Billerica, MA imminently. The company launched in 2015 and has now grown over the years to manage more than 100 events annually including wedding, corporate events, marketing events and more.

Job Responsibilities

- Maintain the cleanliness of the warehouse of decor props, textiles, and event furniture
- Oversee the preparation, loading, and unloading of all vehicles for events
- Aid in the execution of event deliveries, set up, and strike on an as needed basis to locations in Massachusetts, New Hampshire, and possibly Rhode Island.
- Repair, clean, and maintain all inventory
- Manage all fleet vehicles for cleanliness, record keeping, and maintenance and repairs

Job Requirements

- High School Diploma or equivalent
- Minimum 1 year experience working in a warehouse environment
- Able to lift a minimum of 50 lbs.
- Familiar with google docs and google sheets
- Must have valid driver's license and over age 18
- Must have a clean appearance and willing to talk with clients

Compensation & Benefits

- This is a part time position with possibility of growth to a full time position
- \$18/Hr.
- Availability to work weekends and some holidays
- Excluded Holidays: We do not accept events during Thanksgiving Week and Christmas Week.
- Position Reports to the Event Planner