



JOB TITLE: Assistant Scheduling Coordinator
DEPARTMENT: Event Management
REPORTS TO: Scheduling Coordinator

POSITION SUMMARY: This position assists the Scheduling Coordinator in performing the duties relating to the scheduling and payroll administration of the Installation & Dismantling Department (I&D). Accountability is to the Scheduling Coordinator, Setup Manager.

DUTIES:

- Assist in the scheduling of a floating crew to work I&D,
- Call/notify workers of assignments.
- Work trade shows, using I&D workers, by communicating with decorators and staff to ensure smooth setup and teardown of events.
- Sign-in and out crews working for decorators and EAC's daily.
- Sign-in all pre-qualified vendors daily and make sure no un-pre-qualified vendors are working in the facility
- Input and maintaining of assigned time clock records, making any adjustments necessary to computerized payroll system.
- Completion of billing to be sent to decorators.
- Keep attendance records and generate disciplinary letters through HR Office.
- Make recommendations related to hiring, firing or other changes in employee status.
- Other duties as assigned by Scheduling Coordinator, Setup Manager

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to work with efficiency and composure under stressful conditions and have the ability to interact positively with the public, clients, and co-workers. Must be able to work fluctuating hours including evenings and weekends.

EDUCATION/EXPERIENCE:

Minimum of One (1) year certificate from an accredited college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience. Experience working with tradeshow with unions or other contractual labor is a plus.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Forklift Certification.
- Must have working knowledge of Union Contracts.
- Must have knowledge of basic computer programs.
- Valid drivers' license.

SUPERVISORY RESPONSIBILITIES:

This position supervises one Assistant Scheduling Coordinator and a staff of 20-70 temporary staff plus assists in the supervision of other shifts and I&D department when needed.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position requires constant walking and climbing stairs with frequent standing and sitting. Occasional stooping, kneeling and repeated bending. Must be comfortable working in a large facility that requires extensive walking to monitor facility activity.

Individuals interested in applying for this position should submit a resume and cover letter to the Human Resources office no later than Monday, May 21, 2018

Address:

**Human Resources Office
Indiana Convention Center & Lucas Oil Stadium (ICCLoS)
100 South Capitol Avenue
Indianapolis, IN 46225**