

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Events Prep Assistant P/T (Position #147-9)
LOCATION: Craven County Convention Center
HIRING RANGE: \$8.83/hr.
JOB TYPE: Part-time/Permanent/Non-Exempt
POSTING DATE: October 18, 2013
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to perform a variety of routine operational duties associated with the day-to-day events in the New Bern Riverfront Convention Center.

ESSENTIAL JOB FUNCTIONS

Reads and understands Event Preparation Sheets and floor plans for event setups to determine equipment needs. Lifts moderate to heavy amounts of weight in the form of tables, chairs, staging, step units, moveable walls, and exhibition material to complete event setups and tear downs. Maintains cleanliness in all areas: Vacuuming, sweeping, cleaning stainless steel, mirrors, woodwork and break areas. Monitors and cleans restroom areas and indoor and outdoor public areas. Maintains an irregular work schedule as required to service the scheduled events and routine assignments within the New Bern Riverfront Convention Center.

ADDITIONAL JOB FUNCTIONS

Dealing with customers; communicating via a mobile radio. Performs minor grounds maintenance tasks as required. Performs other duties and functions as required.

MINIMUM EDUCATION AND EXPERIENCE

High school graduation or equivalent; or any equivalent combination of training and experience to perform the required job duties.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Mary Harris at 252-637-1551.

Craven County is an Equal Opportunity Affirmative Action Employer.

