

BERBANK EVENTS

RENTALS & DESIGN

Event & Office Assistant

Job Description

Berbank Events is a party rental & design company serving the Upstate of SC. We are looking for a skilled individual to join our fast-paced event team. Berbank specializes in party rentals, lighting, draping, plants and equipment used in creating special events.

We're looking for an energized, detail oriented, self-motivated, well organized problem solver with a professional demeanor, able to communicate effectively with managers and team members. Candidate must have flexibility with work schedules that may include early morning hours, and weekends with occasional late nights.

Responsibilities

What you will do:

- Handling incoming calls and other communications.
- Recording information as needed.
- Greet clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain showroom & office common areas.
- Performing general office clerk duties & errands.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Other duties as assigned

Requirements

- High school diploma or associate's degree.
- Experience as an office assistant or in related field is a plus
- Ability to write clearly
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Ability to lift up to 50lbs & push up to 100 lbs
- Basic sewing ability is a plus
- Proficient in Microsoft Office
- Adobe Suite knowledge a plus
- Fluent in English - bilingual in Spanish is a plus
- Available to work some evenings and weekends
- Must have reliable transportation to and from work

Required license or certification:

- SC License with Clean Driving Record

Employment Type

Part - Time

Job Function

Manager Assitant

Event Assitant

Event Set Up

Event Strike

Salary

\$/hour

Bi-weekly pay

Please email your resume to lauren@berbank.com with the subject line "Event Crew"