



**POSITION:** Facility Logistics Manager  
**DEPARTMENT:** Event Operations  
**REPORTS TO:** Director of Event Operations  
**FLSA STATUS:** Salaried/Exempt

### **Summary**

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Facility Logistics Manager at the McCormick Place Convention Center. Under the supervision of the Director of Event Operations, coordinates the day-to-day activities of the various tasks with the operation, maintenance, improvement of facility inspections and equipment movements. Performs the following duties:

### **Essential Duties and Responsibilities**

- Works with in-house staff, contractors and other facility users on the coordination of equipment movement and placement on campus.
- Assists with the development content and any changes to the facility inspections software and database.
- Works with the event Management Department on finalizing event facility inspection reports.
- Coordinates with staff that all back of the house service corridors are clear of product.
- Coordinates the scheduling and documentation of Event Facility inspection.
- Conducts Facility inspection.
- Observes Facility protection violations and take corrective actions if needed.
- Works with the Food Service provider for all Food service operational items.
- Coordinates with the event team on Event Contractors request for staging and storage.
- Assists with EAC staging and storage request.
- Coordinates EAC parking request.
- Assists with EAC registration challenges.
- Monitors move in/move out activity to ensure product is properly moved and staged and facility policies followed.
- Main contact and enforcement of policy regarding all lift rental companies.
- Applies violation notices to companies for not following building policies.
- Monitors that all building signs are on campus show floor doors.
- Assists with Beep Process.
- Assists traffic with the ASUV show floor access doors.
- Work with the director on facility projects.
- Performs other job-duties as assigned.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience**

- Bachelor's Degree with major in Business Administration, Management or equivalent in work experience.
- Minimum of 2 years' experience in Supervising or Managing in a similar facility.
- Supervisory experience preferred.

**Skills and Abilities**

- Excellent organization skills.
- Ability to prioritize and manage multiple projects simultaneously.
- Good written, verbal and people skills required.
- Ability to effectively interact with contractors and all level of staff.
- Strong customer service skills.
- Professional presentation, appearance, and work ethic.

**Computer Knowledge**

To perform this job successfully, an individual should be proficient in Microsoft Word, Excel, and PowerPoint.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk extensively.

**Hours of work and travel requirements**

Requires ability to work flexible hours, including nights, weekends and holidays, in addition to normal business hours. No travel required.

**Note**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**Please use the below link to apply:**

**External Candidates:**

[https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Facility-Logistics-Manager\\_R10014136](https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Facility-Logistics-Manager_R10014136)

**Internal Candidates:**

[https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Facility-Logistics-Manager\\_R10014136](https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Facility-Logistics-Manager_R10014136)

Recruiter- Shalanda Hedrick  
McCormick Place – ASM Global  
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

**We will accept applications from 10-14-22 and until position is filled**