



## JOB DESCRIPTION

### **Logistics Specialist**

Audio Logic Systems  
7512 Washington Ave S.  
Eden Prairie, MN 55344  
952-400-2222  
[admin@audiologicsystems.com](mailto:admin@audiologicsystems.com)

### **JOB POSTING – LOGISTICS SPECIALIST**

Date: March 1, 2023  
Period: Open until filled  
Position Type: Full Time

Audio Logic Systems, an audio, video, and theatrical lighting integrator operating in the Upper Midwest, seeks an Logistics Specialist to join their current installation and productions team. Audio Logic Systems serves a diverse cliental base of performing arts venues and houses of worship installing and maintaining complex audio, video, and theatrical lighting systems. Qualified applicants may apply for the position listed below by submitting the following items to Audio Logic Systems.

1. Cover letter detailing the reasons for the applicant's interest in the position and detailing one specific work experience (e.g. I worked at XYZ jobsite and installed a small video playback system consisting of ... equipment) relevant to the application. The cover letter shall be no longer than one page.
2. Current Resume
3. Three references that are familiar with the applicants work style and technical skills.

Send applications to:

John Simshauser  
Director of Operations and Legal Counsel  
952-400-2222  
[sims@audiologicsystems.com](mailto:sims@audiologicsystems.com)



## JOB DESCRIPTION

### **Logistics Specialist**

#### PRIMARY FUNCTION:

- Support the Production and Installation Departments by coordinating the daily operations of event productions, ALS personnel, the ALS warehouse, and service orders.
- Communicate effectively with clients, artist management, and Audio Logic staff to ensure efficient execution of all events and installations.
- Provide logistic support to active events and rentals.

#### JOB RESPONSIBILITIES:

- Logistical Operations
  - Coordinate and schedule Audio Logic staff and freelance personnel for events and installations.
  - Schedule equipment rentals and transportation for events and installations.
- Warehouse
  - Facilitate the preparation of equipment for events, installations, and rentals.
  - Coordinate cross rental equipment pick up and returns.
  - Actively participate in professional development and maintain knowledge of current and new technologies.
- Receiving
  - Assist with shipping and receiving for both the Productions and Installation Department
- Service Orders
  - Schedule ALS personnel for service calls
  - Process equipment repair requests.
- Assist with productions and installations as needed.

#### SKILLS

- Customer service experience
- Prior scheduling experience is a plus
- Exceptional telephone and interpersonal skills
- Organization and time management skills
- Ability to see the big picture while having a high attention to every detail
- Proficiency in basic computer applications required, plus ability to navigate software programs

#### EXPECTATIONS:

- Be punctual and self-motivated
- Effectively communicate schedules and job site changes to management and staff
- Learn new software programs pertinent to the job
- Reports directly to the Director of Operations

#### COMPENSATION:

- Strong compensation package, including health, dental, retirement, life insurance and disability insurance.