

## Description

---

Are you an organized, positive, and collaborative facility operations professional interested in making our shop and facility hum?

Turner Exhibits is a custom design and fabrication firm, driven by ideas and a culture of collaboration. Innovation and creativity are at the heart of our work. The diverse perspectives of your future colleagues and clients will inspire and challenge you to be extraordinary as you create transformational and memorable experiences. We partner with technology pioneers, nationally recognized leaders in the world of design and construction, discerning homeowners, and cultural institutions to develop custom solutions that are expertly crafted, durable, and safe.

This position is a member of the Production Team. It is hourly, full-time, and reports to the Production Manager.

## Your Role At A Glance

---

Join a multidisciplinary design, fabrication, and installation team, who produce kinetic architecture and permanent exhibit projects for private, corporate, and not-for-profit clients located throughout the U.S. and Canada. This position manages facility operations, material handling, receiving, and local deliveries.

## In Your New Role, You Will

---

- Operate material handling equipment to load, unload, move, and position objects.
- Pick up and/or deliver materials and finished goods to and from suppliers, vendors, and customers.
- Receive deliveries from suppliers, contractors, and customers.
- Provide handling assistance with in-shop setup, testing, and disassembly.
- Participation in safety program leadership.
- Maintain facility building, grounds, equipment, and machinery.
- Monitor and schedule vehicle care, handling equipment care, and tool maintenance.
- Order shop and office consumables, including printer paper, bathroom supplies, kitchen supplies, PPE, abrasives, chemicals, welding supplies, etc.
- Perform facility maintenance and custodial duties in shop and office.

## What You Will Need To Succeed

---

- Safe practices in material handling, equipment operation, and driving.
- Skill driving forklifts, telehandlers, scissor lifts, vans, box trucks up to 24' in length, and flatbed trucks up to 24' in length.
- Clean driving record, currently insured, & over 25 years old (for insurance purposes).
- Self-motivated. Able to work independently.
- Organized. Able to efficiently prioritize tasks and document completion status.

- Good communication skills. This position represents Turner Exhibits to vendors and customers.
- Collaborative. Able to effectively collaborate with peers, vendors, and customers.
- Ability to learn inventory, purchasing, and receiving computer software systems.
- Basic knowledge of automobile maintenance.
- Basic knowledge of hand tools and construction.
- Knowledge of building materials and fasteners.
- Interest in learning new skills.

### Additional Requirements

---

- Valid WA state driver's license, enhanced driver's license, or valid passport.
- Valid WA state automobile liability insurance.
- Ability to safely lift 50 pounds.
- Ability to work in Canada (no felony arrest record).
- Willingness to participate in customer-required drug testing.

### Benefits

---

In addition to a dynamic and creative culture, Turner Exhibits provides a generous benefits package that includes paid time off, (10) paid holidays, employer-supported health and dental plans, SIMPLE IRA match, a company-wide bonus program, and selected support for continuing education. Turner Exhibits is committed to total compensation practices that are fair, competitive, and reflect internal pay equity. At the time of posting this job, the hourly rate for this position in Lynnwood, Washington is between \$24/hr. and \$27/hr. Total compensation offers are based on experience, education, and internal pay equity between employees with like-type roles and responsibility.

### Application Instructions

---

Reply with Resume & Cover Letter (PDF, 7 Meg max) to [Info@TurnerExhibits.com](mailto:Info@TurnerExhibits.com).

No Calls Please.

### Company Information

---

Turner Exhibits Inc.  
5631 – 208th ST SW, Suite B  
Lynnwood, WA 98036 USA  
[www.turnerexhibits.com](http://www.turnerexhibits.com)  
[info@turnerexhibits.com](mailto:info@turnerexhibits.com)