

## Warehouse & Logistics Manager

Glasgows is one of the UK's leading event, digital and video agencies. We are based in Leyland, Lancashire and have a large and varied client portfolio and a well-established track record spanning over 30 years, specialising in live events.

As part of the business we store and maintain audio-visual (AV) equipment, staging, stage backdrops, furniture and exhibition equipment, which is delivered and installed at events throughout the UK. Due to our continued growth and expansion we now have a vacancy for a Warehouse and Logistics Manager to join our thriving event production team.

### THE ROLE

The role includes managing and maintaining all equipment in our warehouse, booking equipment out/checking it back in, maintaining computerised records, loading/unloading vehicles and health and safety. In addition to the warehouse functions, the successful candidate will also be responsible for the logistical operations of the business, including booking of hire vehicles, management and maintenance of our own vehicle fleet and Operators License. Duties include:

- Safe storage, processing and maintenance of company equipment in accordance with company standards and policies.
- Line management of warehouse staff
- Training of other staff (permanent or freelance) on warehouse procedures and quality standards
- Develop and implement storage solutions within the warehouse
- Develop and enforce prep & de-prep procedures - ensure all equipment is checked in and out correctly
- Ensure warehouse procedures are adhered to at all times
- Scheduling service, maintenance and repair of equipment as necessary

- Keep the warehouse and its surrounding areas a clean and safe environment to work
- Driving of fork lift trucks (training will be provided)
- Booking in and out of hired vehicles to staff and freelancers
- Maintain stock levels for consumable items
- Annual stock check completed accurately and on-time.
- Have an active role in the progression of the company with regards to improving procedures and cost effectiveness within the warehouse
- Keep PAT testing and other certifications up to date with company requirements and standards
- Booking and managing courier deliveries
- Arranging parking for vans/trucks, booking congestion charge where applicable
- Hands-on approach to equipment prep/de-prep, loading and unloading

The ideal candidate will have experience working within the AV hire and live events industry, with a broad knowledge of audio visual, sound and lighting equipment. Previous warehouse management experience would be a distinct advantage.

#### KEY ATTRIBUTES

- Hard working and enthusiastic with a can-do attitude
- Attention to detail and pride in your work
- Ability to take own initiative
- Ability to work under pressure and to tight deadlines
- Leadership qualities
- Smartly presented
- Full clean driving license and van driving experience.

The package consists of a starting salary circa £23 - £28K depending on experience, 25 days holiday plus Bank Holidays, contributory pension and life insurance schemes, as well as non-contractual profit related bonus scheme.

This role will occasionally involve onsite delivery of equipment to events and exhibitions, assisting in AV or exhibition installations across the UK with overnight stays required and working outside of core hours will be necessary, sometimes at short notice. Transport, accommodation and meals will be provided in these circumstances, however overtime rates will not apply.

To apply for this position please send a covering letter detailing why Glasgows should consider you, please include details pertaining to the skills/experience requirements

listed, your CV, the names of two referees from your present/previous employment and your current salary details to [g@glasgows.co.uk](mailto:g@glasgows.co.uk)

All applications will be treated with strict confidentiality. References will only be sought with your permission.