

GLASGOWS

Warehouse Assistant

Glasgows, Unit 5, Centurion Court, Farington, Leyland, Lancashire, PR25 3UQ

www.glasgows.co.uk

Role: Warehouse assistant

Contract: Full time, permanent position

Salary: £20,000 to £24,000 (pro rata), depending on experience

Based: Office / Warehouse

Join us!

Glasgows is a leading UK events management, production, and creative agency that provides a full-service events offering that turns our client's vision into reality. Our team is brimming with highly-skilled and passionate specialists that deliver seamless event management, captivating technical production and engaging creative, film and digital.

We're a friendly bunch, with a no fuss, can-do attitude that makes us approachable and easy to work with. Our relationships are important to us – taking care of our clients and team are our top priorities - and we pride ourselves on our reputation for complete reliability.

Does this sound like you? Then read on...

About you.

You'll be

- Warm and friendly
- Confident when communicating to your colleagues, our clients, and suppliers, face to face, over the telephone, and by email

everything is possible

- Highly motivated, enthusiastic, and technically / practically minded

You'll have

- Excellent organisational skills
- An ability to prioritise tasks to meet deadlines
- A pro-active attitude and above all a willingness to get involved and take on responsibility
- A keen interest in developing technical knowledge across AV disciplines and warehouse management

The role: Warehouse Assistant.

This is an exciting opportunity for somebody wishing to enter the live events industry at ground level. You will be working directly under the supervision of the warehouse manager to fulfil a wide range of tasks to support the technical production and warehouse operations for the company.

As warehouse assistant you'll

- Undertake safe storage, processing and maintenance of company equipment in accordance with company standards and policies
- Ensure warehouse procedures are adhered to at all times
- Schedule service, maintenance and repair of equipment as necessary
- Keep the warehouse and its surrounding areas a clean and safe environment to work
- Book in and out hired vehicles to staff and freelancers
- Maintain stock levels for consumable items
- Undertake annual stock checks, ensuring they are completed accurately and on-time
- Keep PAT testing and other certifications up to date with company requirements and standards
- Book and manage courier deliveries
- Arrange parking for vans/trucks, booking congestion charges where applicable
- Participate in equipment prep/de-prep, loading and unloading
- Attend events to provide onsite delivery and setup of equipment
- Undertake the compilation and production of loading / picking lists as required
- Prepare set and graphic elements for projects, including re-covering set as per the requirements
- Administer the systems and procedures provided for the management and tracking of equipment and assets
- Provide support to the warehouse team

Ideally, you'll:

- Have a full, clean UK driving license, preferably

- Drive company and hired vehicles for collection and delivery of equipment to and from suppliers, clients or on events as required
- Be available for occasional travel and overnight stays to support Glasgows events across the UK
- Operate fork lift trucks (training will be provided)

What we offer.

- The opportunity to work on exciting, high-profile events
- A friendly, creative environment, working as part of a hard-working and supportive team
- Competitive salary
- Contributory pension scheme
- 25 days holiday, plus birthday day off
- Life insurance
- Profit-related bonus scheme (non-contractual)
- Time and training to develop new and existing skills
- Staff social events
- Flexible working

Interested?

Please send your CV, including details of how your skills/experience relate to the role, to g@glasgows.co.uk, along with the names of two referees from your present/previous employment.

All applications will be treated with confidentiality.

Glasgows is an equal opportunities employer and welcomes all applications.