

JOB DESCRIPTION

Job Title	Warehouse Operative
Department	Warehouse
Responsible To	Shift Leader

PURPOSE OF POST

To work with the Shift Leader to achieve effective organisation of all dispatched items during the shift, to achieve effective organization of warehouse storage areas, stocks of equipment and related services, specifically ensuring that the company's Health and Safety obligations are fulfilled.

MAIN DUTIES & RESPONSIBILITIES

- Supporting the Shift Leader with all routine warehouse activities as directed
- To load and un-load vehicles in a timely manner ensuring they are ready for the next job
- To check in and check out equipment ensuring the state of the kit is kept to a high standard
- On return to the warehouse, store all equipment in line with agreed standards
- To maintain general tidiness of warehouse facilities following all warehouse health & safety procedures
- Maintain security and upkeep of all equipment, reporting any damage immediately to the Shift Leader
- To carry out any other duties as may be required by the Shift Leader

OTHER RELEVANT INFORMATION

- Weekend, evening and overnight work may regularly be required with scheduling taking place on a shift based system
- Overtime will be available

PERSON SPECIFICATION

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Outlined below are the key skills, experience and behaviours required to undertake this post.

TECHNICAL SKILLS/QUALIFICATIONS/EDUCATION & TRAINING

- Demonstrable literacy and numeracy skills and a desire to develop further technical skills
- Eager to learn showing a willingness to continually develop new skills to support the efficient operation of the Warehouse

EXPERIENCE & BEHAVIOURS

EXPERIENCE

- Desirable will be some previous technical experience in at least two of the following areas – Sound, Lighting & Data Projection

BEHAVIOURS

- Happy working in a team environment supporting colleagues to deliver all Warehouse requirements to a high standard
- Good time management skills & reliability in order to adapt to regularly changing demands and priorities
- Good communication skills
- The ability to proactively resolve problems or escalate promptly as required
- An awareness of the importance of high quality customer service (both internal & external)

If you would like any further information on the role or would like to apply for any of our available positions please email our recruitment team at hello@eclipse.global.