

## Job description

Job Description	
Job Title:	Warehouse Technician
Responsible to:	Managing Director
Department:	Operations
Salary Range:	£13,000 to £16,000
Holiday Entitlement:	28 Days annual Leave, excluding Bank Holidays. Holiday Year runs January to December.
Working Details	
Place of Work:	Unit 3, Bamel Way, Gloucester Business Park, Gloucester, GL3 4BH Work would also be required to be undertaken at clients sites across the UK and Europe, as required by the company.
Weekly Hours:	40 Hours.
Weekly Hours:	09:00 - 17:30 - 8 hours paid, 30 minutes unpaid lunch nominally.
Job Specifics	
<b>Job Outline:</b>	
<p>To work as part of the Production AV team to support the operational activities of the business through your activities in the warehouse and out on site as required by the work load.</p> <p>The job will mainly be based around the management of the equipment and ensuring it gets to the right places at the right times prepared in the correct way, then where necessary assisting the engineers and crew in the setting up and operation of the equipment project manager and taking it down at the completion of the events.</p> <p>You will be expected to work to and improve our systems and processes where appropriate, using the existing rental management software as a basis, and where appropriate our existing systems and processes.</p> <p>The job will require manual handling and customer facing activities,</p> <p>For some customers you may be the only experience of Production AV through your contact with them, so you must reflect our high standards, work and equipment ethos.</p>	
<b>Main Duties:</b>	

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<p>To accept new items in to stock, management of items through EasyJob rental management software, in service testing and inspection of items during their hire life cycle, and the decommissioning of items. Preparation of items for hire and project work, delivery of items to clients at the specified location. Collection of items from clients, and de-preparation of items once off hired. Organising and managing the sub hire of items where we experience temporary shortfalls.</p> <p>Completion and adherence to the systems in place for the management of hire projects.</p> <p>Ensuring staff compliance with the warehouse and equipment policies and systems.</p> <p>Ensuring that all items are serviceable, and either undertaking repair where appropriate, or arranging for repairs to be carried out externally. Manufacturing and testing of bespoke cable assemblies and other items and hardware.</p> <p>Segregation and testing of items as required by their testing regimes (LOLER, PAT etc) and returning to service or management of their repair.</p> <p>Undertaking work on site to set up and operate Audio Visual systems, as well as tasks associated with working on site in the live events industry, either as part of a team or under own supervision.</p> <p>Regular checks on vehicles as set out in the appropriate policies and guidelines.</p> <p>Taking telephone enquiries and inputting in to EasyJob to create quotations and management of the quotations through to completion.</p> <p>Any other tasks as required by the company in the undertaking of it's business duties. Joining the rest of the team on the office and warehouse cleaning rota.</p>
<b>Supervisory and Management Responsibilities:</b>
This is a non managerial role
<b>Other Responsibilities:</b>
TBC
<b>Decisions Made</b>
TBC
<b>Knowledge and Skills Required</b>
See Person Specification
<b>Comments</b>

<b>Office Use Only:</b>			
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