

WE ARE HIRING

Warehouse Team Member

Reports to: Warehouse Manager

Job Purposes:

To be a key part of our warehouse team: Preparing, de-prepping and assisting with the operations of our warehouse team with fulfilling our customer rental orders and maintaining our stock.

Key responsibilities and accountabilities (Warehouse Engineer):

- > Preparing and maintaining our stock for dry-hires.
- > Testing and basic service work to our lights, rigging and sound equipment.
- > Helping in the movement of equipment around the warehouse.
- > Being physically fit is important as you may be expected to frequently handle products weighing up to 25kg by yourself or in excess of this with another team member.
- > Communicating with couriers and delivery/collection drivers arriving at Niclen UK to collect or return equipment.
- > Checking equipment in and out of our stock control system, this may occasionally include some stock checking.
- > Basic warehouse admin.
- > Loading and unloading the vehicles in use, safely. Ensuring that the vehicle is packed well, and is a balanced load. When appropriate tipping flight cases and using ratchet straps to strap the loads in place.
- > Being a friendly face of Niclen UK. Often being the person that the warehouse teams of our customers meet, ensuring all interactions are positive and professional.

Hours:

8.00-5.30, Monday to Friday (1 Hour lunch break)

Location:

Unit 8 Summerleys Business Centre, Princes Risborough, Buckinghamshire, HP27 9EQ

Salary range:

Dependant on skills and experience, plus workplace pension.

Terms:

This is a permanent full-time post. The offer is subject to a probation period of 6 months. Some evening and weekend work is required, for which you will be compensated. Holiday entitlement for full-time employees is 22 days per annum plus bank holidays.



Person Specification:

- > Strong communication skills
- > Honest and trustworthy
- > Confident and keen to see things through to completion
- > Ability to work within a fast-moving environment with tight deadlines with great problem-solving skills. As we are part of the events industry, we typically have busier periods and quieter periods and you must be able to adapt to this.
- > Preference to work in tidy and safe environments with ability to encourage others
- > Able to perform manual handling – e.g. assisting with loading vans
- > Working knowledge of Microsoft Office applications including Excel and Outlook
- > Full UK driving licence (ideally)
- > To be trained in and be competent at loading and unloading vehicles
- > Able to move and lift heavy objects and undertake full driving duties