



Unit 5 Ashville Way, Wokingham, RG41 2PL



0800 024 1234



info@yesevents.co.uk | www.yesevents.co.uk

INTERIM WAREHOUSE MANAGER | EVENT PRODUCTION

LOCATION: Wokingham, UK

SALARY: £26k - £32k (dependant on experience)

START DATE: Immediate

HOURS OF WORK: 40 Hours/Week + Paid overtime

SUMMARY

As the Warehouse Manager at Yes Events, you will play a crucial role in the efficient operation of our warehouse and overall equipment management. This is initially a temporary cover role for 6 months but due to expansion there may be a permanent role for the correct individual. You will be responsible for overseeing warehouse operations and the wider warehouse team and carrying out general warehouse duties such as preparation, de-prepping & servicing of our more technical equipment, ensuring that all assets are well organised, accessible, and in good working order.

THE COMPANY

We are a live event production and equipment rental company who supply a wide range of production services to the live events industry across the UK and overseas. This is a fantastic opportunity to join our existing team, combining your practical knowledge and warehousing skills, within this 'one stop' event service for high profile corporate and private events.

THE ROLE

You will be working closely with the Production Director and other Production Technicians to help manage the preparation and delivery of equipment needed for a broad range of events. These often include outdoor lighting, staging, award ceremonies, and conferences for a range of well-known clients.

- Take overall responsibility of the warehouse and equipment on a day-to-day basis, including deliveries & collections.
- Proactively lead the warehouse team and work collaboratively with other departments to manage varying workload and demands of the business.
- Ensure efficient processes are followed to maintain a well-organised and accessible warehouse.
- Coordinate the accurate and timely preparation, loading, unloading, and de-preparation of equipment.
- Maintain a clean and organised warehouse, maximizing space utilization and logical equipment location.
- Enforce Health and Safety policies for all staff and visitors in the warehouse.
- Checking in and testing equipment returned from hire
- Ensuring all equipment is kept clean and well presented
- Ensuring workspaces are kept in clean and orderly condition
- Loading / unloading of vans and trucks



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THE CANDIDATE

This role would ideally suit an existing production technician who is looking for a more structured 9-5 role from a single place of work. The successful candidate must be able to work well in a team, be prepared to learn a broad knowledge of audio, lighting, and video equipment and have a flexible work ethic including working occasional weekends. Due to our motor vehicle insurance, our ideal candidate will be aged over 21 with a full UK driving licence, but not essential.

- Previous experience in warehouse management or a similar role.
- Strong organisational skills and attention to detail.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Knowledge of basic Health and Safety regulations.
- Technical understanding of event equipment is desirable but not required.

If you are looking to progress your career within this well-established company that can offer a great working environment, fantastic training opportunities and career progression then apply now!