



Unit 5 Ashville Way, Wokingham, RG41 2PL



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NEW ROLE

WAREHOUSE ASSISTANT

OVERVIEW

Assist the warehouse manager with the day to day warehousing tasks, ensuring efficient processes are used to keep all assets well organised and accessible.

The successful delivery of our services are dependent upon the warehouse ensuring that all equipment is in good working order, available and prepped according to internal load lists, client demands and schedules.

Ensuring that equipment is prepped in an accurate and timely manner, loaded on to vans and trucks, and unloaded, checked and de-prepped. You will maintain a clean and organised warehouse and make sure that the most ergonomic use of space is applied whilst applying logic to location of equipment.

You will help to enforce our Health and Safety policy within the warehouse; this includes all staff and visitors to the business.

POSITION WITHIN THE ORGANISATION

Reports to:	Warehouse Manager
Responsible for:	Equipment availability
Budget responsibilities:	N/A
Line management:	N/A

DUTIES AND KEY RESPONSIBILITIES

WAREHOUSE

- Hands on preparation of equipment
- Meet and greet clients who are collecting or returning equipment
- Checking in and testing equipment returned from hire
- Ensuring all equipment is kept clean and well presented



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- Ensuring workspaces are kept in clean and orderly condition
- Loading / unloading of vans and trucks
- Monitoring the levels of consumables (tape, batteries, carpet etc.) and reordering as appropriate
- Occasional deliveries / collections and site work
- Adhering to company Health and Safety policy.
- Complete annual stock take accurately and working with the office team to resolve any shortages etc.
- Ensure all assets are correctly tagged and labelled.

GOALS AND TARGETS

Goal 1: Enhance Equipment Readiness and Accuracy

- Ensure 100% accuracy in the preparation of outgoing equipment for dispatch and check-in of returned equipment. This includes cleaning, inspecting, and following internal load lists to guarantee that all items are functional and organized according to schedule.

Goal 2: Support Efficient Inventory Management

- Actively participate in the annual stock take, aiming for 100% preparedness by ensuring all equipment is properly tagged, labelled, and easily accessible. Contribute to reducing inventory discrepancies to less than 5% by adhering to accurate tracking and reporting processes throughout the year.

HIGH FIVES

A list of key priorities in order of importance to the business.

1. Ensure all outgoing hire equipment is meticulously prepped and ready for collection or delivery. This includes checking that all items are clean, functional, and organized according to our internal processes, load lists and schedules.
2. Thoroughly inspect all returned hire equipment for any damage or wear. Use our rental software to accurately check items back into inventory, ensuring that every piece of equipment is accounted for and meets our quality standards.



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3. Proactively prepare and pick all necessary equipment for upcoming events, guaranteeing that everything is assembled and organized to meet client needs promptly.
4. Handle the processing and de-prepping of equipment returned from production events. This includes cleaning, checking, and storing items back on shelves in a state ready for future hire.
5. Play a key role in maintaining a safe and tidy warehouse environment by adhering to and enforcing our Health and Safety policies. This responsibility extends to ensuring a welcoming atmosphere for clients and visitors in the warehouse.

The above is not an exhaustive list and you may be required to undertake other duties required by the businesses.

Job descriptions and roles will be reviewed annually by the Company Directors as part of our employee performance review process.