

Gable Events - Job Description

Deadline for applications: 22nd February 2019



Full Time Permanent Position – Warehouse Manager

Starting Salary Range: £20,000 - £24,000 per annum

Company Background:

Based near Peterborough and with the benefit of more than 20 years' experience in corporate event management, Gable Events has an excellent reputation for delivering high quality activities nationwide. Specialist areas include dragon boat racing (we have the largest fleet of dragon boats in the country), it's a knockout, school sports, human table football and team building events. We employ 5 full time permanent staff and over 75 part time staff and are currently seeking an additional permanent member of staff to join our friendly, enthusiastic team.

Start Date:

The successful applicant must be available to start employment by latest 1 April 2019, sooner if possible

Applicant Profile:

The successful applicant will:

- i) have an aptitude for and enjoy practical 'hands on' work
- ii) be happy to work alone (October until April) and as part of a team (May to September)
- iii) have strong organisational skills
- iv) be flexible with regard to working hours and conditions
- v) be adaptable to deal with short notice event bookings and requirements
- vi) be a confident driver and capable of heavy lifting
- vii) fork lift trained
- viii) be computer literate and have experience with Word & Excel
- ix) knowledge of working with wood and fibreglass would be a bonus

The successful applicant must be able to demonstrate an understanding of warehouse work and have an enthusiasm for events, event planning and logistics. You will also need to be methodical in approach with a keen eye on accuracy. Experience in a warehouse environment is desirable.

Main Duties and Responsibilities:

Based at our 4,500 sq ft warehouse at King's Cliffe, near Peterborough, the Warehouse Manager position is salaried with working hours of 37.5 per week, predominantly Monday to Friday, 9am-5pm although this may vary and occasional weekend work may be required.

a) Warehouse

- i) the management and organisation of the company's warehouse
- ii) general upkeep of the warehouse and cleaning, repair and maintenance of all equipment
- iii) sorting kit for company events and checking of the kit on its return
- iv) loading/unloading of equipment into vehicles and trailers ready for events
- v) advance planning and hiring of additional vehicles and equipment to suit event needs
- vi) the hiring of temporary staff to assist at the warehouse as and when required, maintaining records of personal details and hours worked
- vii) produce risk assessments for activities carried out within the warehouse environment and ensure adherence to all H&S regulations
- viii) safe storage and control of hazardous substances
- ix) PAT Testing of all electrical kit owned by the company
- x) arrange annual H&S certification of all relevant equipment and maintain record logs
- xi) data input, modification and upkeep of supplier database on ACT
- xii) update and maintain computerised inventory of all event and related equipment

b) Events

- i) on occasion assist with driving equipment to/from events and/or assisting in the running of them

c) Driving

Acting as transport manager for our small fleet of owned and hired vehicles to include all of the following and other duties as required by current legislation:

- i) drive company/hired vehicles with and without trailers as and when required
- ii) drive company/hired forklift adhering to statutory regulations
- iii) receive towing and forklift training as required to achieve compliance with statutory regulations
- iv) weekly washing, cleaning and safety checking of all company and hired vehicles and trailers
- v) arrange regular servicing and repairs as and when required of both vehicles and trailers
- vi) maintaining adequate vehicle log/record books

d) Other

- i) attend courses where applicable including the Employer's annual staff training weekend
- ii) general office and event administration
- iii) booking and contracting of event services as required e.g. equipment hire etc.