



## Job Description

- The Role:** Warehouse Technician
- Based:** Presentation Design Services, Derby
- Reports to:** Ben Dew – Warehouse Manager
- Start Date:** TBC

## Role Overview

The role of Warehouse Technician will be to support and assist in the day-to-day warehouse and wider company operations.

You will work under the instruction of the warehouse manager to enable the smooth running of the warehouse and assist with the prep and de-prep of equipment for our events and dry hire work. You will also be required to assist in scheduled equipment maintenance, along with supporting the general running of the warehouse spaces.

Whilst this is primarily a building-based role, from time to time, you may be required to work on site under the instruction of a Project Manager.

## Key Responsibilities:

Under the instruction of the warehouse manager, undertake the prep and de-prep of equipment and pre-production for events.

To check equipment in and out of the warehouse, ensuring stock is correctly reconciled on the Rental Point booking system.

Assist with the safe and effective loading and un-loading of all event trucks and vans, along with logistics schedules.

Under the instruction of the Warehouse Manager complete maintenance checks of equipment, according to the outlined schedules.

Along with the Warehouse Manager take an active role in the warehouse and warehouse processes, in suggesting any possible changes that may improve day to day running.

Identify ways to improve cost effectiveness within the warehouse environment and relay them to your line manager.

To be trained in the use of the warehouse forklift truck and scissor lift and operate as and when required.

Maintain a clean and tidy working environment at all times.

Adhere to the companies Health and Safety policies.

To be willing to work with and alongside any other area of PDS as and when required.

To suggest any appropriate training courses that may help improve both yourself and PDS processes.

You are required to hold a full and clean driving licence, which will enable you to drive the company vehicles

## **Key Responsibilities Events Delivery:**

At PDS we like to go the extra mile for our clients, to provide a better, more professional service than our competitors. You are expected to carry this ethos though in to your day-to-day work, both onsite and back at PDS base.

Ensure the finish levels of all elements are consistent with our company standards.

Respond to changing situations and unforeseen problems proactively, safely and positively.

Ensure all work on site is carried out in compliance with legal and company health and safety policies.

Act as a PDS representative on-site as and when required, always maintaining a high level of customer service and attention to detail.

## Key Attitudes:

As a company, we believe that service and delivery are everything. We want to provide a better, more professional service than our competitors. You are expected to carry this ethos through your day-to-day work.

To be able to work independently and to be pro-active about identifying tasks that need carrying out, to be communicative and predictive about workload and any potential problems that may arise, to prioritise workload effectively.

Fully invest in the contents of the company 'This Is Us' document and all it means to the results of our work.

Be enthusiastic and passionate about your work, with a hunger for knowledge and improvement. To not be afraid of change and look forward to the next challenge.

Approachable and friendly at all times, and solving problems with a patient and level-headed attitude.

Strive to be the best in our industry. Saying 'yes' and delivering results wherever possible.

To publicly support the Company (i.e. in front of staff, suppliers and customers). To raise any concerns privately.

To work according to Company health and safety policies, to report any concerns regarding the work of others or any other health and safety issue.

Act as a PDS representative, maintaining a high level of customer service and attention to detail.

To carry out any other tasks reasonably required to assist with the smooth operation of the Company. Attend and contribute to Company and department meetings.

Suggest any appropriate training courses that may help improve both yourself and PDS processes.

To support the work of the Company as a whole.