



JOB DESCRIPTION

The Role: Warehouse Technician

Based: Presentation Design Services, Alfreton

Reports to: Ben Dew – Warehouse Manager

Start Date: TBC

Purpose: 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 as well as supporting other areas of the company as and when required.

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: Day to Day

- To embody the spirit and attitude of PDS and embrace the company work ethics policy.
- 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: On site

- 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.
- Act as a PDS representative on-site as and when required, always maintaining a high level of customer service and attention to detail.
- You will be expected to work closely with the Project Managers to improve the ways we work on-site.