

## Warehouse Coordinator

### Background

Event Production Services (EPS) is an award-winning technical services company for the events and AV industry based in Oxfordshire and working nationwide. Working across our Hire & Production, AV Installation, Creative Content, Venue Services and Crew Services departments, we pride ourselves on 'Delivering the Detail' to our clients, offering a quality service and going above and beyond.

### Job Details

Title: Warehouse Coordinator  
Type: Full Time, permanent  
Hours: 40 hours per week, some antisocial hours  
Location: Based at OX10 7BG but working nationwide, some staying away required  
Salary Band: £24,000 - £28,000  
Reporting to: Operations Manager

### Benefits

Competitive salary and clear opportunity to advance  
Continued training and development  
Your birthday off  
Strong Corporate Social Responsibility credentials

### Application Details

Please send a CV with two references by email to [office@epsoxford.com](mailto:office@epsoxford.com) with the subject line "**Recruitment**". There is no fixed deadline for this; however, we aim to recruit as soon as possible.

### Job Description

We have an immediate vacancy for a Warehouse Coordinator to join our team. Based at our warehouse in South Oxfordshire, you will have responsibility for the coordination and logistics of our wide-ranging hire equipment stock, as well as overseeing day to day operations of vehicles, subcontractor resources and sub hires, and purchase of consumables.

Whilst primarily your role will centre around our Hire & Production department, you will also have a responsibility to assist our other departments, such as preparing consumables for our installation team, dealing with Goods In and Goods Out for all aspects of the business, and acting as key holder for out of hours deliveries and collections.

As key holder and vital member of operational staff this role does not allow for home working except on rare occasions.

As a small multi-discipline company, you would be expected to lend a hand to other departments as needed.

### **Duties and Responsibilities**

- Oversight of day-to-day logistics for hire equipment; dealing with Goods In and Goods Out across the company
- Preparation of AV equipment for hirers; returning equipment to known state after use
- Service, maintenance, and updates of AV equipment
- Delivery and collection of equipment; occasional setting up of equipment
- Booking of subcontractors for loading and unloading of trucks and for preparation of equipment
- Booking sub-hires of equipment when needed
- Liaising with manufacturers and suppliers for warranty and non-warranty repair of faulty equipment
- Development of procedures and systems including documentation of such
- Regular updates and management of company eBay sales
- Management and re-order of consumables including accounting for internal use
- Consideration of company appearance to clients – ensuring appropriate presentation of equipment and vehicles through cleaning and maintenance
- Oversight and arrangement of vehicle maintenance requirements with garage
- Potential of wood-work and metal-work fabrication in on-site workshop

### **Skills and Qualifications**

- Excellent communication and organisation skills
- Self-motivated and capable of lone working, however also able to be part of a team
- Friendly and presentable, able to be customer facing
- Composed and calm under pressure, able to work to deadlines
- Able and willing to see the 'big picture' when organising and scheduling work
- High level of attention to detail; ability to learn from constructive criticism; willing to learn to advance their career
- Strong understanding of Health and Safety

#### **Essential**

Full UK Driver's License  
Strong AV skills  
Strong IT skills, both PC and Mac  
Able to solder to a high standard

#### **Desirable**

Experience with Current-RMS  
3+ years of AV experience  
CSCS / ECS qualification



Event Production Services  
The Pack House  
Drayton St. Leonard  
Oxford, OX10 7BG

office@epsoxford.com  
01844 278446

Strong fault-finding skills

### **Person Specification**

The ideal candidate will have experience in the events and/or installation world, either in a touring or warehouse technician role. A passion for organisation and a strong attention to detail will show through care and attention when working with the equipment. Strong interpersonal and communication skills are essential for liaising with the customer, managers and ensuring a seamless experience for all stakeholders, especially the end client.

Educated to a minimum of A-level or equivalent standard, additional skills such as electrical qualifications or design experience are welcomed.

### **Equal Opportunities Policy**

Event Production Services are an equal opportunities employer. We encourage applicants from all backgrounds. We do not tolerate discrimination or harassment.