

Company Overview

Velvet Entertainment are one of London's leading event companies, producing extraordinary, tailor-made events for over 15 years. The company culture is unique –it is about the team and making sure they have an informal and fun but productive environment to look forward to every day. We want our employees to enjoy the challenges, the clients, colleagues, and the office environment. Standards are high, and exceeding expectations is paramount to success. To be successful in this role requires focus, discipline, enthusiasm, and teamwork.

Summary

This is a multi-faceted role where you will be responsible for prep and de-prep of equipment, overseeing load and unload of vans as well as basic maintenance of equipment to the high standards our project managers and clients expect. You will be working with freelancers, casual staff, and project managers to deliver the equipment they all require for their events. The ideal candidate will be an excellent communicator. A process driven mentality and extremely organised. They will thrive in a fast-paced environment and who acts quickly and logically to resolve problems.

**Duties &
Responsibilities**

The Warehouse Technician shall:

- Ensuring that the preparation of equipment and cables for events is completed in a timely manner with a focus on quality and accuracy.
- Making sure that all check-ins of equipment are completed in a structured and timely manner, taking note of missing equipment, broken equipment and reporting this to the relevant managers.
- Assistance with loading & unloading of trucks as required.
- Ensuring all sub-hired equipment is allocated to the correct event and once returned it is ready for collection or organise returns within in the required timeframe.
- Maintain excellent communication with Production Managers and operations department and informing them well in advance when additional assistance is required during busy periods.
- Complying with the relevant paperwork processes.
- Keeping track of consumables needed for events and order additional items when required.
- Working safely in the warehouse and workshop environment, complying with Risk Assessments and Method Statements, COSHH and fire safety.
- Continually look to implement and improve on procedures, methods and guidelines in the warehouse and workshop, responding quickly to change.
- Any other reasonable tasks or duties as directed by your manager or senior member of staff.

The role will also require where necessary, working on site with clients and freelancers to carry-out or oversee installations at your managers discretion. This will involve working unsociable hours during the evening and weekends for which a combination of time in lieu or overtime will be accrued.

The role will involve lots of physical work – heavy lifting on a daily basis.

For the correct candidate there is scope to develop the role into a more senior position as the company grows.

Skills & Requirements The Warehouse Technician shall:

- Reliable with impeccable time management
- Understand and support the mission and values of Velvet
- The ability to work with team members at all levels
- Good verbal and written business communications skills
- IT skills across Microsoft office software, including email, spread sheets, databases etc.
- Excellent organisational skills and attention to detail
- Highly self-motivated
- Ability to work under pressure
- Problem-solving skills and diplomacy
- Ability to multi-task and focus on driving results
- A flexible and adaptable approach
- Ability to meet deadlines

Accountability The Warehouse Technician role will be responsible to the Operations Manger.

**Physical &
Time Demands** The Warehouse Technician shall:

- The ability to work full-time (40 hours/week) with periodic evening and weekend work on site which will be paid at overtime rates.

Personal Development A pre-approved course or seminar will be funded by Velvet in order to facilitate your role and increase your knowledge and expertise.

What We Offer The Event Production Manager shall:

- Competitive salary
- Fun and vibrant team atmosphere
- Growth potential within the company
- Overtime & Time in Lieu
- Company pension scheme
- Opportunities to work on location abroad

How to Apply To apply for the position please submit your CV along with cover letter to careers@velvetentertainment.net