



# JOB DESCRIPTION

## WAREHOUSE TECHNICIAN

### COMPANY SUMMARY

Rockit is a technical production and hire company, supplying the event industry with technical services, lighting, sound and audio visual equipment. The company was founded in 2007 and has experienced rapid growth in the last five years pre-pandemic, meeting and exceeding the needs of a wide and prestigious client base. Rockit is a small company, with a huge appetite to succeed, striving to maintain a personal, bespoke and flawless experience for our clients. Our 'can do' and thorough approach ensures the exceptional standards required to deliver the high quality events in which we pride ourselves. With our office & warehouse based in Hertfordshire, we have good transport links into Central London where the majority of our work is placed although our clients and events are placed across the UK.

### JOB SUMMARY & WORKING DETAILS

- Job Title:** Warehouse Technician
- Responsible to:** Warehouse Manager
- Place of work:** Norton Building, 14 Tewin Road, Welwyn Garden City, AL7 1BW
- Salary Range:** £18,000 to £25,000 per annum dependent on experience
- Weekly Hours:** 42.5 hours per week, 8.5 hours per day with a 30 minute lunch break. 5 days per week, Monday to Sunday as required, with a maximum of 2 weekends expected per month.
- Overtime:** Overtime rates are pro-rated according to your salary. You will be required to work late, outside of 'normal hours' during busy periods and a flexible approach to overtime will be required.
- Holiday:** 30 days including bank holidays. Our holiday year runs from April to March.

### JOB OUTLINE

This role will be predominantly based at our warehouse in Welwyn Garden City although there will be some opportunities for supporting work on site. We have a busy warehouse and so require you to be highly motivated, proactive and able to work well in a high pressured environment. As a warehouse technician, you will be expected to manage the organisation of equipment and ensure all job preparations are accurate and ready to go on a daily basis. You will need to maintain accurate records and have a close eye for detail, identifying potential problems or missing equipment. Upon return, you will need to check equipment thoroughly to ensure equipment is complete, tested and then stored. During loads and unloads, you will take an active lead, ensuring that the process is efficient, maximising time and space. Keeping a tidy and organised warehouse, with well maintained equipment, will allow you to ensure the smooth running of the warehouse which is the heart of our business. With quick turnarounds and high pressures, it is essential that the warehouse is well maintained and ready to go at all times and you will need excellent time management skills to ensure all work is completed efficiently and thoroughly. We are looking for someone who is happy to be proactive and use their ingenuity to promote improvements and support the day to day running of the warehouse. We are a small company so you will need to be willing to support all aspects of the company workload. Between events, you will carry out repairs and maintenance of the company's stock holding and will lead PAT testing for all electrical equipment annually. The job will require manual handling with heavy lifting as well as customer facing activities, so you must reflect our high standards and hard working ethos throughout. It is important that you have clean personal hygiene, smart presentation and a polite, accommodating personality. Live events can mean long hours, with early starts, late evenings and work at the weekends so a positive, good humoured attitude is essential alongside a passion for and dedication to the industry.

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## WAREHOUSE TECHNICIAN

### ROLES AND RESPONSIBILITIES

To include but not restricted to:

- Ensuring equipment is carefully stored and organised in the warehouse
- Take responsibility for the day-to-day running of the warehouse
- Preserving a tidy, safe and efficient working environment at all times
- Maintaining and repairing equipment in our stockholding
- Preparing and de-rigging kit pre and post event
- Loading and unloading kit from vans and trucks
- Ensuring all equipment is tested and checked upon return
- Ensuring warehouse and job preparation paperwork is accurately completed, processed and stored
- Pre-programming equipment for live events
- Occasional delivery, collection and returns of our own equipment to events and sub hire to suppliers
- Warehouse organisation
- Warehouse general maintenance
- PAT testing
- Maintaining a good and up-to-date working knowledge of the latest technologies in your field
- Complying with health and safety regulations and procedures
- Any other reasonably requested duties as requested by the management

### ESSENTIAL SKILLS

- Knowledge and experience with Lighting, Sound, Video, Staging and Set
- Experience with maintaining and repairing AV equipment
- Good basic electrical knowledge
- Good IT knowledge
- Comfortable working at height
- Physically fit and capable of heavy lifting
- Tidy and organised working style with excellent time management skills
- 'Can do' and flexible attitude
- Proactive and self-motivated
- Driven and happy to work alone
- Strong team player
- Thorough approach to working with close attention to detail
- Proven ability to work well under pressure and with tight deadlines
- Excellent communication skills
- Exceptional customer service with a polite and accommodating approach
- Full, clean, UK driving license

### DESIRABLE SKILLS

- 2-5 years industry warehouse experience
- On-site experience as crew or a technician
- Qualification related to AV, live events or theatre production
- IPAF qualification
- Electrical experience
- Rigging experience
- Experience working with staging and set
- Experience managing a warehouse
- Comfortable driving large vans in Central London

### APPLICATION

To apply for this position, please send a cover letter and CV to [jobs@rockiteventproduction.co.uk](mailto:jobs@rockiteventproduction.co.uk) or feel free to contact us with any queries you may have.

Interviews will be carried out as per the schedule on the website and the successful candidate will be required to start immediately or as soon as possible.