

Warehouse and Logistics Manager

Laindon, Essex – Full Time



Established AV Hire company looking to recruit an experienced Logistics and Warehouse Manager to fill a new position within the business, based out of our main warehouse in Essex.

To be responsible for the day to day management and operation of the warehouse and operational logistics, including managing a team, with continuous improvement of processes and procedures.

Previous experience in a similar role the Audio, Visual, Sound and Light industry is essential.

Salary depending on experience. Full time role generally Monday to Friday however will need to be flexible to the demands of the business ensuring weekend cover as required.

Key responsibilities:

- Re-organisation of the warehouse with introduction of a new inventory system and stricter control of goods-in and goods-out.
- Implementing operational procedures for activities such as outgoing and returning of equipment and maintenance of inventory.
- Preparation of warehouse processes and job sheets.
- Inspect the physical condition of equipment and manage necessary repairs through the service team.
- To maintain a safe working premises and unit security at all times undertaking risk assessments, audits and reviews of warehouse activity.
- Work with Project Managers to plan and implement the logistics activities in accordance with all customer requirements to ensure a high level of customer satisfaction.
- Preparation of work schedules for operational and warehouse personnel co-ordinating with the Project Managers to assign workloads effectively to ensure maximum efficiency and weekend cover.
- Be the first port of call for any technical equipment and availability enquiries from the client services team.
- Forecasting equipment shortages during peak times and manage sub hire from the point of enquiry to equipment return.
- Ensure the company purchasing system is followed for the procurement of equipment, sub hires and external crew.
- To manage and handle all general hire preps to ensure that the correct kit is loaded onto the correct vehicle by the time specified.
- To ensure all kit coming off vans is checked back correctly against a delivery note with any discrepancies investigated.
- Manage regular vehicle checks on all company vehicle, reporting any concerns or faults to the management team immediately. Ensure all vehicle MOT's and servicing is up to date.
- Ensure adequate training is provided for all vehicle operatives.

The right candidate:

- Ability to work well under pressure, within a team and to deadlines.
- Excellent leadership, motivational, communication and organisational skills with the ability to plan and prioritise multiple jobs on a daily basis.
- Full clean Driving Licence ideally with HGV class C1 minimum.
- Applicants must be based within 30-45 minutes of the warehouse.
- Age must be above 25 years, because of the insurance cover on the vehicles.
- A good all round IT knowledge.
- Fork lift, manual handling, first aid and any other relevant health and safety training or certificates is beneficial.

Please apply by emailing careers@yslv.co.uk with your CV.