



## WAREHOUSE OPERATIVE

### Job Overview

An important role in the agency, the warehouse operative handles the storage, picking and maintenance of equipment in our warehouse, which is an integral part of our event offering.

Strata currently have two warehouse facilities at our location near Brackley comprising of 800 sqm of racked space plus 300 sqm of unracked space. Most of the space contains event and exhibition assets and consumables owned by our key clients. We also have a small Europe based warehouse in Lyon.

The role is centred around these client assets: the safe storage of them and picking and preparing them for dispatch to an event site. Then receiving them, checking their condition and arranging for repairs as required, and returning them to the store.

The role requires constant liaison with client facing teams at all levels within the business both in London and Brackley. Operations is a busy team with many projects to deliver at one time, with a fast moving work environment.

### Reports to

Warehouse Manager

### The role

- Receiving orders for dispatch of assets, picking and assembling, loading vehicles. Receiving returned items, checking condition and returning to storage.
- Working with the Warehouse Manager, the Operations Manager, Operations Assistant, and our Event Operatives in the delivery of these projects.
- Managing stock of event consumable items and maintaining stock levels of laundered items such as event staff uniforms. This is a very hands on role.
- Logging consumption of consumables on our warehouse management system.
- Logging quarantine, repair, maintenance, re skin, renew, update or disposal on our warehouse management system.
- Collection and delivery to and from local suppliers, repair shops etc.
- Management of all warehouse based equipment and consumables – packaging, tape, tools.
- Reporting & communication warehouse condition to the Warehouse Manager – organisation, tidiness and basic standards.
- Conducting periodic stock checks with the warehouse manager.
- General office administration – timesheets, emails, expenses and stock management

## **Requirements**

- Warehouse experience
- Clean driving licence
- Good oral and written communication skills
- Numeracy for stock management
- Accuracy and attention to detail

## **Skills and approach**

- Problem solving abilities and a can-do attitude
- Ability to show initiative and good judgement
- Technical and IT skills, particularly when it comes to database management
- The ability to work under pressure and to tight deadlines
- A flexible approach to work

## **Work Experience**

- Experience in the events industry would be advantageous
- Experience of working in a team and dealing with people in a warehouse setting would be beneficial.
- A forklift licence will be required, or the willingness to obtain one.
- IOSH or NEBOSH health and safety qualification, or the willingness to obtain one.

To apply please send your CV to [jobs@stratacreate.com](mailto:jobs@stratacreate.com)