



Warehouse Driver - Job Description

About the Company:

Wise Productions is a creative technical production company, operating out of two workshops in West London. The Company produce creative events in museums, palaces and galleries.

Our expert project managers, technicians and designers deliver a tailor-made service of lighting, sound, video, staging and set design for events in London's most unique venues and beyond.

The Company is made up of 36 full-time event professionals (and growing). We're a friendly and sociable team with a high professional and attentive approach towards our clients and venues. This is an exciting opportunity to join a successful high-end production company to work on a huge range of exciting and creative projects in London's most prestigious and beautiful venues. The Company believes strongly in personal development, training, and sustainable approach to business.

Purpose of the role:

Wise Productions is currently looking for a knowledgeable Warehouse Driver to join the team. The post holder will work closely with the Warehouse manager, lighting, sound, and AV technicians to meet the needs of our clients and accredited venues ensuring that we deliver excellence for every project.

The role would suit a bright, self-motivated individual who enjoys working within a team and has a willingness to learn about lighting, audio, and video equipment preparation, install, and maintenance. Additionally, the individual might express an interest in onsite installations and derigs. This role is split between onsite work in London's unique venues, and the Wise Production Warehouses.

Main responsibilities:

- Maintain high standards for event production delivery.
- Driving 3.5T vans to and from site.
- Collection and return of sub hired equipment and materials.
- Helping the warehouse team prepare equipment for events accurately and to a schedule.
- Loading and Unloading trucks/vans on site and at the warehouse.
- Maintain good personnel Health and Safety.
- Basic vehicle cleaning/maintenance.
- Assisting the team keep the warehouse clean and tidy.
- Provide assistance in both Wise Production warehouses
- Other duties as assigned (full training will be offered).

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Person Specification:

Experience:

<i>Essential</i>	Experience in driving Luton/long wheelbase vans
<i>Desirable</i>	Previous experience working in a warehouse environment

Skills and Abilities:

<i>Essential</i>	Experience managing the loading and unloading of vehicles
<i>Desirable</i>	Experience of driving in and around London Fork lift/ counter balance licence would be an advantage, but not necessary

Qualifications:

<i>Essential</i>	Full clean UK driving licence
<i>Desirable</i>	Full clean UK Category C1 / C licence

Disposition and Attitude:

<i>Essential</i>	Ability to work as part of a team. Able to work on own initiative with minimal supervision. Easy going nature Willingness to learn new skills and work in all technical disciplines. Efficient time management with ability to work to strict deadlines. Positive and flexible approach to problem solving. Willingness to work unsociable hours when required. Must have a sense of humour and good taste in music!
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What we offer:

- £25,000 basic salary per annum at start of contract, with periodic pay review during & beyond probation.
- 37.5 hours per week annualised contract
- Generous overtime for out-of-hours and on-site work.
- 28 days annual leave inclusive of Bank Holidays.
- Additional annual leave linked to length of service.
- Development and training opportunities to enable progression within the company.
- Contributory pension scheme.

Hours of work:

Wise Productions' premises are located at:-

Segro Park, Perivale which is 3 minutes' walk from Perivale Station (Central Line).
Gateway Industrial Estate, Scrubbs Lane.

This role involves both time in the warehouse and working off-site at venues for events predominantly within London.

There isn't a regular pattern of hours for this role, the rota will be entirely dependent on events allowing for full flexibility during seasonal variations. During busy periods, work during antisocial hours will be required; this will normally be scheduled in advance by the Head of Technical and Logistics manager.