



Warehouse Operations Supervisor

Salary: Band C (£24,435 - £33,315 PA)

Job Type: Permanent, Full Time, 40 hrs. per week.

Location: London, North Acton.

Hours: Monday to Friday, 9:30am to 6:30pm, Includes Weekend Work on Rotation (Approximately 1 weekend per, month with a designated time off during the week).

Reporting to: Deputy Warehouse Manager.

Department: Warehouse.

Reference: WOS Feb 2019

About Us

Our love of creating an amazing visual spectacle and being part of something special, drives who we are, and what we do, every day.

At Neg Earth Lights, we are at the top of the game. Voted favourite lighting rental company in the UK for the last 5 out of 7 years. We deliver quality and innovation on time, every time.

We believe that everything is possible. Whatever we do, we do with respect and passion within an exciting and inspiring community where everyone can excel. Using our collective creativity and resourcefulness, we truly believe that we can turn challenges into opportunities. The show must go on!

Come and experience the show from the best seat in the house. Get your hands on the latest and best quality equipment on the market and work with world renowned Lighting Designers. Set your career goals and follow your career development path while being part of a fun, inviting and diverse company culture.

About You & the Role:

Our team is rapidly expanding and an exciting opportunity has arisen for a positive, organized and driven Warehouse Operations Supervisor.

The Purpose of the role is to oversee smooth running of all operations in the warehouse, as directed by the management reporting line, and to ensure that movement of equipment in and out of the warehouse is accurately and timely recorded.

Are you a great communicator and collaborative problem solver? Do you have a passion for excellence? Can you communicate comfortably across a broad spectrum of people? Is building and maintaining strong relationships really important to you, even in challenging times? Are you a resilient self-starter who prioritises like a pro to stay ahead of the game? Are you organized accurate and have great attention to detail? Can you respond calmly and maintain focus when faced with the challenges of last minute changes? Can you deliver on time, every time? Do you inspire others and create an environment where others are motivated to excel?

You'll play an essential part in your team and company success story by:

- **Overseeing Operations and Resources**
 - Assisting in day to day supervision, organisation and prioritisation of warehouse operations and resources and supporting planning of all aspects of logistics.
 - Supervising and executing agreed warehouse opening and closing procedures.
 - Providing appropriate cover/support for/to other Warehouse Supervisors and Deputy Manager to ensure the efficient running of operations within the Company.
 - Supervise and plan allocated resources.
 - Monitor compliance with internal procedures and processes.

- **Equipment Logistics and Management**
 - Ensuring that all information regarding equipment is processed appropriately.
 - Assisting on logistic planning and ensuring of timely deliveries and collections.
 - Assisting in Logging and scanning all equipment prior to load, returning tipped equipment into the Warehouse Management System, moving returned equipment to its correct location and locating missing and damaged equipment.
 - Working collaboratively with the warehouse management team, Project Handlers, and Freelance Crew and facilitating effective and efficient provision and support of all crewed jobs and dry hires Neg Earth Lights supplies.
 - Ensuring that stock levels in appropriate systems accurately reflect the equipment held in the warehouse.
 - Acting as the company point of contact for operations and logistic inquiries during allocated weekends and taking ownership for servicing the company projects during the weekends by following agreed processes in order to resolve and escalate appropriately.

- **Working Safely**
 - Following Safe Systems of Work, supervising residual risks to acceptable levels and ensuring all warehouse operational activities encourage efficient and suitable working environment.
 - Monitoring compliance with H&S, COSHH and PPE internal procedures and processes in the warehouse.

Your Skills, Qualifications and Experience

We can't live without your:

- Proven experience from a similar industry based role.
- Proven and demonstrable supervisory experience.
- Great operational and logistics skills and enthusiasm for technology and entertainment / lighting industry.
- The use of a stock control system.
- Advanced MS Office applications skills– Outlook, Excel, Word
- High level of accuracy, with impeccable written and verbal communication skills
- Ability to work autonomously whilst being a real team player.
- Willingness to take ownership and accountability and see things through to completion.
- Ability to work under pressure and to tight deadlines, demonstrating resilience, flexibility and ability to maintain positive relationships.
- Your ability to plan ahead, organise, prioritise, delegate and oversee workload.
- The show must go on so providing a 7 day operation/service is key. Therefore the ability to work paid overtime on occasions, including weekends is essential.

Nice to have, but we'll be happy to offer additional training and support in:

- Knowledge of lighting and rigging equipment.
- Experience with Preparation and repair of lighting and associated equipment.
- Experience working in equipment rental house.
- Experience using Easy Job and WMS Software.

We are also curious about your:

- Valid FLT Licence
- First Aider Certificate
- Valid Rigging Certificate
- Valid UK clean driving license
- Valid IPAF Certification

What's in it for you?

- Working with exceptional people, the latest technologies and being a part of a team making remarkable events happen.
- The opportunity to continue to grow and develop whilst working alongside a skilled team in a supportive culture.
- We'll take care of your physical and mental wellbeing with our Private Health Insurance and Pension Scheme, our Internal Wellbeing and Mental Health Awareness training scheme and onsite company gym.
- Free onsite parking
- As you'll be a star employee, you'll have the opportunity to be considered for an annual bonus.

Does this sound like you? Do you love challenge and are ready for an amazing career in a vibrant industry?

Get in touch! We can't wait to hear from you!

Click apply, or email on people@negearth.co.uk

Equal Opportunities:

We are an Equal Opportunities employer. We'll be happy to help with any specialist arrangements in order for you to apply or interview for this role. Let us know and we'll do our best to make all possible adjustments.

Note:

We really appreciate you taking the time to read more about Neg Earth Lights and the role. We try very hard to reply to each applicant. As we receive a large number of candidate responses, unfortunately we are not always able to get back to every candidate individually. Therefore, should you not be contacted within 10 days after the submission of your application, then your application has been unsuccessful on this occasion. You will however be contacted if you have been shortlisted to the next stage.

We would like to encourage you to follow our [LinkedIn](#) and [website](#) for other vacancies so that we can look forward to your application for other roles that may be of your interest in the future.

We wish you all the best of luck!